THE COLOR ACCOUNTANT™

SECOND EDITION

For the ATARI 400/800

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1.0 Introduction to the COLOR ACCOUNTANT

Welcome to the COLOR ACCOUNTANT. This software transforms your computer into a dependable and accurate financial manager. Using the COLOR ACCOUNTANT, you can easily maintain organized financial records and:

1. Record checks and deposits.
2. Balance your checkbook.
3. Record savings, loans, and investments.
4. Print checks.
5. Budget your spending and savings.
6. Graph financial information.
7. Keep track of bills and appointments.
8. Print a mailing list.

Refer to this manual for instructions on how to run the COLOR ACCOUNTANT system. The steps you must follow to set up your files and run each program are described in the various sections of this manual. If you are using the system for the first time, read section 1.3 for instructions on how to get started.

If you are using the COLOR ACCOUNTANT for the first time, have patience. You will probably make mistakes, but they can easily be corrected. If you have any questions about specific programs or prompts, please refer to the appropriate section of this manual or consult the Table of Contents or the index.

1.1 COLOR ACCOUNTANT Features

The COLOR ACCOUNTANT consists of ten programs, each of which performs a separate function to help you manage your financial records. Using a system of menus and prompts, the COLOR ACCOUNTANT leads you through each processing step to make managing your financial records as simple as possible. If you are ever unsure about what a program does or what a prompt means, please refer to the appropriate section of this manual for an explanation.

The COLOR ACCOUNTANT is menu-driven, which means that the screen displays a list of options from which you select the operation you want to perform by pressing the number that corresponds to your choice. From the COLOR ACCOUNTANT menus, you can run any of the system's programs. A brief explanation of each program follows:

1. CHART OF ACCOUNTS - With this program, you can create your Chart of Accounts then make additions, changes, or deletions in it. You can also print a copy of the Chart of Accounts (see section 2.0).

2. CHECKBOOK MAINTENANCE - You will use this program the most often to enter checks and deposits for each checking account, to balance your checkbook, to print check information, and to correct check records (see section 3.0 for instructions).

3. CHECKBOOK SEARCH - This program lets you find and print selected check records on the screen or to the printer in a variety of ways: by check number, by account of sub-category number, by the name of the payee, by date, or by tax exemption status.

4. SUMMARY BUDGET ANALYSIS - This program lets you create your Budget file then print a summary of your budget spending (see section 5.0 for instructions).

5. DETAIL BUDGET ANALYSIS - With this program, you can print a detailed budget analysis or print a report of your checks' relationship to your budget (see section 6.0 for instructions).

6. NET WORTH/INCOME EXPENSE - This program computes and prints your Net Worth and Income Expense (balance sheet) Statements. Use this program to enter savings, stocks, bonds, investments, new credit cards, and other financial information that does not pass through your checking accounts (see section 7.0 for instructions).

7. PAYMENTS CALENDAR - This program lets you record monthly bills to help you keep track of when they are due (see section 8.0 for instructions).

8. APPOINTMENTS CALENDAR - This program helps you keep track of monthly appointments to help you plan your schedule (see section 9.0 for instructions).

9. MAILING LIST - With this program, you can record all your addresses and print mailing labels automatically (see section 10.0 for instructions).

10. COLOR GRAPH - With this program, you can produce a graph of any file that contains financial data (see section 11.0 for instructions).

1.2 Equipment

To use the COLOR ACCOUNTANT, the following equipment is required:

- Atari 400/800 Computer
- COLOR ACCOUNTANT Program disks
- Storage Device:
  - single disk drive (Atari 810, Percom)

You will also need several disks on which to store your files.

The following equipment is desirable, but not necessary:

- Line Printer - any 80 character Serial Dot Matrix such as:
  - Atari 825 or;
  - Epsom Mx-80 or;
  - Centronics 737

1.3 Getting Started

The first thing you need to do to use the COLOR ACCOUNTANT is to load the program from disk into the computer. To load the COLOR ACCOUNTANT programs, follow these steps:

1. Turn on your disk drive.

2. Insert the COLOR ACCOUNTANT program Disk #1, Disk #2, or Disk #3 in the drive and close the door.

3. Turn on your Atari Computer and your monitor. The following message will appear:

```
RUN"D:START
```

   then the initial program screen will appear.

4. Press any key. The disk menu will appear. To run any program, type the number that corresponds to the program that you want to run, then press RETURN. Press RETURN again and the program menu will appear.

   The menu that appears for Disk #1 is:

```
1 RUN CHART OF ACCOUNTS
2 RUN CHECKBOOK MAINTENANCE
3 RUN CHECK SEARCH UTILITIES
4 RUN DISK #2
5 RUN DISK #3
```

   The menu that appears for Disk #2 is:

```
1 RUN NET WORTH/INCOME EXPENSE STATEMENT
2 RUN SUMMARY BUDGET ANALYSIS
3 RUN DETAIL BUDGET ANALYSIS
4 RUN DISK #1
5 RUN DISK #3
```

   The menu that appears for Disk #3 is:

```
1 RUN PAYMENTS CALENDAR
2 RUN APPOINTMENTS CALENDAR
3 RUN MAILING LIST
4 RUN COLOR GRAPH
5 RUN PART 1 OR PART 2
```

If you are using the COLOR ACCOUNTANT for the first time,

please refer to section 1.4 File Maintenance Tips and 1.5 Processing Tips before you continue.

1.4 File Maintenance Tips

After you load the COLOR ACCOUNTANT program that you want to run, you should insert a formatted disk in the storage device.

The first time you use the COLOR ACCOUNTANT, you will create the files the system needs to process your financial records. Think of these files just as you would think of the records you keep in a filing cabinet. Some files, such as checks and deposits, you would keep separate for each year. Other files, like your Chart of Accounts, remain the same year after year.

You should keep a Chart of Accounts file on each disk that stores financial information. You must also keep separate disks for each check file that you want to process.

When you are processing your financial records, always remember to save your files on disk before you end your session. (This is done for you automatically by the Checkbook Maintenance and Mailing List programs.)

DON'T FORGET TO MAKE A BACKUP OF ALL YOUR FILES.

If you are ever unsure about what files you have on a disk, use the DISK DIRECTORY option found in each program's FILE MAINT-ENANCE. Refer to the appendix for information on how each file is named.

FORMATTING A DISK

Several of the programs make processing easier by providing a FORMAT DISK option. This option lets you format (prepare to receive data) a disk without breaking out of the program. When you select this option, the following prompt appears:

PRESS (F)ORMAT OF (M)ENU

Insert the disk that you want to format, then press F. The drive light will come on as the drive formats the disk. This process erases any files that are already on the disk. When the disk is formatted, a menu will appear so you can continue processing.

1.5 Processing Tips

As you create your COLOR ACCOUNTANT files, then update them periodically, you can produce more information and manage your finances better. The first group of steps outlines what you should do to set up your files the first time you use the COLOR ACCOUNTANT. The second group of steps outlines the steps you should follow routinely to maintain your financial records.

First Time Processing

CHART OF ACCOUNTS

1. Create your Chart of Accounts file. Many other programs require this file to process your records. The easiest way to create this file is to use the STANDARD CHART OF ACCOUNTS option of the Chart of Accounts program. The Standard Chart of Accounts consists of sixty-six accounts already named and numbered for you.

2. Print the Standard Chart of Accounts and examine it to see what changes you want to make to it. You can change the name of any of the accounts to suit your preference, add more accounts (up to a total of ninety-nine), and add up to nine sub-categories to any account (up to a total of 180 sub-categories).

   You use the Add/Change/Delete Accounts option of the Chart of Accounts program to add accounts or sub-categories, or to change any account's name.

3. Save your Chart of Accounts on a file disk (never save files on a program disk.

4. If you have a printer, print a copy of the revised Chart for later reference.

CHECKBOOK MAINTENANCE

1. Create your Checkbook files for each of your checking accounts. After loading the Checkbook Maintenance program, insert a disk on which you have saved your Chart of Accounts, then select the NEW CHECKBOOK OR NEW MONTH option, and enter each check from your old bank statement or from your checkbook.

   As you enter your checks, you will find it helpful to refer to a copy of your Chart of Accounts so you can assign each check to the proper account.

   When you finish, print your checks to the screen or to a printer and examine them to make sure that you recorded them accurately.

If you want to add records for more than one statement period, select the NEW CHECKBOOK OR NEW MONTH option each time you begin to add checks for a new period. And be sure that you use a different disk for each checking account you process.

2. Balance your checkbook for each complete month you entered.

NETWORTH/INCOME EXPENSE STATEMENT

1. After loading the Networth/Income Expense program, first load you Checkbook files (one for each checking account you want to include in your Networth statement) and your Chart of Accounts file. Next, select the PRE-STATEMENT MAINTENANCE option to record items such as savings, loans, investments, home equity, or any other transactions that do not pass through your checking account.

2. Print you Net Worth Statement and your Income/Expense Statement either to the screen or to the printer. Before you end your session with this program, be sure to save these statements on disk.

BUDGET

1. Load the Summary Budget Analysis program, load your Chart of Accounts file, then select the BUDGET INQUIRY option to record the items and the amounts that you want to budget.

   After entering all the items that you want to budget, save your Budget file on disk.

After you complete these steps, you are ready to begin routine processing. You might also want to set up helpful files such as your Payments Calendar, which records bills due, your Appointments Calendar, and your Mailing List files.

Routine Processing

CHECKBOOK MAINTENANCE

At the end of each day, load the Checkbook Maintenance program and select the CHECKBOOK FILE INQUIRY option to add the checks you wrote that day to your Check file.

When you receive a bank statement, load the Checkbook Maintenance program then balance your checkbook. You may also want to print a copy of your Check file regularly after you balance the checkbook.

NETWORTH/INCOME EXPENSE STATEMENT

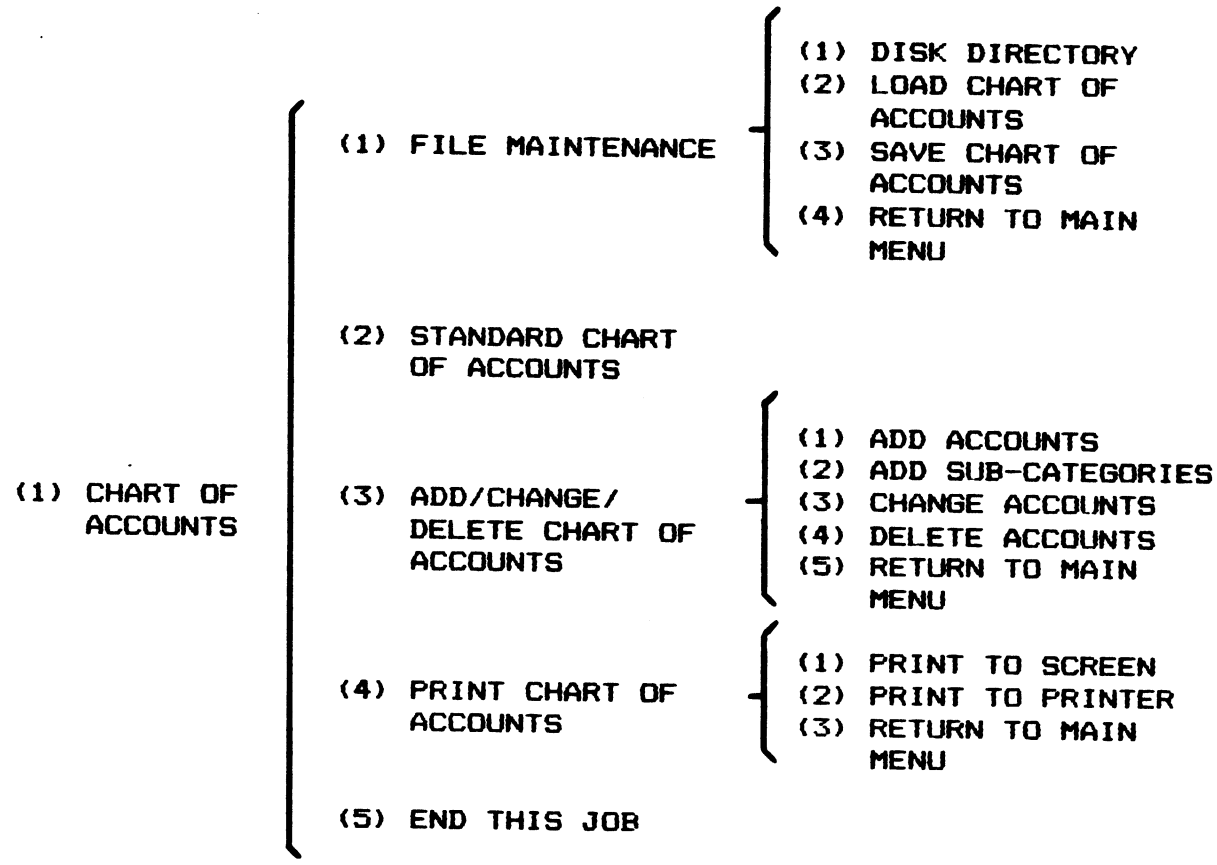
At the end of each month, load the Networth/Income Expense Statement program, load each of your Check files, your prior month's Net Worth and Income/Expense Statements, and your Chart of Accounts. Use the PRE-STATEMENT MAINTENANCE option to add any new loans, additional savings, interest payments, dividends, and so on. You are now ready to print your statements. Be sure to save both statements before you end your session.

BUDGET

At the end of each month, use the Summary Budget Analysis program to update your budget file as necessary. If you do make changes to your budget, be sure to save the new budget file. You can then print the Summary Budget Analysis or the Detail Budget Analysis at your convenience.

CHART OF ACCOUNTS

Disk #1



2.0 Chart of Accounts

The first thing you should do when you use the COLOR ACCOUNTANT for the first time is to create your Chart of Accounts and assign names to each account number. For your convenience, the COLOR ACCOUNTANT lets you add a Standard Chart of Accounts in which sixty-six acccounts are already named and numbered. You can change the name of any of these accounts or add more accounts if you like.

When you select number (1) CHART OF ACCOUNTS from the system menu, you can perform any of the following operations:

(1) FILE MAINTENANCE - With this option, you can load or save your Chart of Accounts file. You should use this option every time you make any changes to your Chart of Accounts. (The first time you use this program, create your Chart of Accounts before you use this option.) You can also use this option to display a list of the names of the files on a disk.

(2) STANDARD CHART OF ACCOUNTS - This option lets you add the complete Standard Chart of Accounts in which each account is numbered and named for you. You should use this option only the first time you use the system.

(3) ADD/CHANGE/DELETE ACCOUNTS - This option lets you create your own Chart of Accounts or add, change, or delete any account in your Chart of Accounts.

(4) PRINT CHART OF ACCOUNTS - If you have a printer, this option lets you print a copy of your Chart of Accounts. Even if you don't have a printer, you can use this option to display your Chart of Accounts on the screen.

(5) END THIS JOB - This option lets you exit the CHART OF ACCOUNTS program.

2.1 File Maintenance

Once you have created a Chart of Accounts, the first option you must select every time you use the program to add, change, delete, or print your Chart is FILE MAINTENANCE. When you select option (1) FILE MAINTENANCE from the CHART OF ACCOUNTS menu, the following options will appear:

(1) DISK DIRECTORY - This option lets disk users display a list of all the files that are currently on the disk in the storage device (see section 1.4 for additional information).

(2) LOAD CHART OF ACCOUNTS - This option loads your Chart of Accounts into the computer's memory so you can add, change, delete, or print accounts (see section 2.1.1 for instructions).

(3) SAVE CHART OF ACCOUNTS - You must use this option after you have created a Chart of Accounts or after you add, change, or delete accounts. This option records your changes on disk (see section 2.1.2 for instructions).

(4) RETURN TO MAIN MENU - This option displays the program menu.

2.1.1 Load Chart of Accounts

Once you have created a Chart of Accounts file, the first thing you need to do every time you run the CHART OF ACCOUNTS program is to load the Chart of Accounts from disk into the computer. Loading this file lets you add, change, delete, or print Chart of Accounts records through the other options of the CHART OF ACCOUNTS program.

To load the Chart of Accounts file, follow these steps:

1. Run the CHART OF ACCOUNTS program (see section 1.3 for instructions).

2. Select the FILE MAINTENANCE option by pressing 1. The FILE MAINTENANCE menu will appear.

3. Select the LOAD CHART OF ACCOUNTS option by pressing 2. The following prompt will appear:

   INSERT ACCOUNTS FILE IN DRIVE 1

4. Insert the disk on which you store your Chart of Accounts in the storage device, then press any key. The program menu will appear, and you may select any option.

2.1.2 Save Chart of Accounts

You should use this option any time you alter the Chart of Accounts by adding, changing, or deleting records in the file. If you do not save the file, all your changes will be lost.

We recommend that if you are altering a lot of records in the Chart of Accounts that you save the file every fifteen minutes or so to make sure you don't lose any work.

To save the Chart of Accounts, follow these steps:

1. Return to the CHART OF ACCOUNTS program menu.

2. Select option (1) FILE MAINTENANCE by pressing 1.

3. Select option (3) SAVE CHART OF ACCOUNTS from the FILE MAINTENANCE menu by pressing 3. The following menu will appear:

   LOAD ACCOUNTS FILE IN DRIVE

4. Insert the disk on which you store your Chart of Accounts in the storage device.

5. Press any key. If you already have saved a Chart of Accounts on the disk in the storage device, the following message will appear:

   ACCOUNTS FILE ALREADY EXISTS ON THE DISK

   SAVE FILE: (Y)ES (N)O (M)ENU

   If you press Y, the new Chart of Accounts will replace the one currently on the disk. If you press N or M, the program menu will appear. You can then continue processing by selecting any option from the menu.

2.2 Standard Chart of Accounts

The first time you use the COLOR ACCOUNTANT, you need to create a Chart of Accounts file. All of the other financial processing programs of the system use this file. The STANDARD CHART OF ACCOUNTS option is an easy and convenient way to create your Chart of Accounts with sixty-six accounts already named and numbered, as shown in the Appendix.

The valid account numbers of the Standard Chart of Accounts are reserved as follows:

1-20	Asset Accounts
21-45	Liability Accounts
46-50	Equity Accounts
51-60	Income Accounts
61-99	Expense Accounts

As long as you use the account numbers as specified above, it is impossible for your Net Worth and Income Expense Statements to be out of balance.

To create the Standard Chart of Accounts, follow these steps:

1. Run the CHART OF ACCOUNTS program (see section 1.3 for instructions).

2. Select option (2) STANDARD CHART OF ACCOUNTS from the program menu by pressing 2.

The screen will display "NOW INPUTTING THE STANDARD CHART OF ACCOUNTS," then return to the program menu.

You may then add, change, or delete accounts in the Standard Chart of Accounts by using option (3) ADD/CHANGE/DELETE ACCOUNTS (see section 2.3 for instructions). When you finish you should save the Chart of Accounts (refer to section 2.1.2 for instructions).

2.3 Add/Change/Delete Accounts

This useful option of the CHART OF ACCOUNTS program lets you create your own Chart of Accounts or alter the Standard Chart of Accounts by adding, changing, or deleting any account you desire. It is helpful to have a printed copy of your Chart of Accounts on hand when you add, change, or delete. To select this option, follow these steps:

1. Run the CHART OF ACCOUNTS program (see section 1.3 for instructions).

2. Load the Chart of Accounts from disk (see section 2.1.1 for instructions).

3. Select the ADD/CHANGE/DELETE ACCOUNTS option from the CHART OF ACCOUNTS menu by pressing 3.

   The following menu will appear:

   (1) ADD ACCOUNTS
   (2) ADD SUB-CATEGORIES
   (3) CHANGE ACCOUNTS
   (4) DELETE ACCOUNTS
   (5) RETURN TO MAIN MENU

Refer to sections 2.3.1 through 2.3.4 for detailed discussions of each of these options.

2.3.1 Add Accounts to Chart of Accounts

If you want to create your own Chart of Accounts, or if you want to add accounts to the Standard Chart of Accounts, use this option. To add accounts, follow these steps:

1. Run the CHART OF ACCOUNTS program (see section 1.3 for instructions).

2. Load the Chart of Accounts file (see section 2.1.1 for instructions).

3. Select the ADD/CHANGE/DELETE ACCOUNTS option by pressing 3.

4. Select the ADD ACCOUNTS option by pressing 1.

   The following prompt will appear:

   ```
   ACCOUNT NUMBER TO ADD
   ```

   You may then add accounts, keeping in mind that certain account numbers are reserved for specific functions (refer to section 2.2).

5. Type the account number. You may enter any two-digit number from 01 to 99. If you enter a single-digit, such as 3, press RETURN to move the cursor to the next entry field. If you type 0 and press RETURN, the ADD/CHANGE/DELETE ACCOUNTS menu will appear. After you enter the number of the account you want to add, the following prompt will appear:

   ```
   ACCOUNT DESCRIPTION
   ```

6. Type the name of the account you want to add, then press RETURN. You may use any combination of letters and numerals up to 30 characters long. The following prompt will appear:

   ```
   NUMBER OF SUB-CATEGORIES TO
   ADD FOR THIS ACCOUNT# (0-9)
   ```

7. Type the number of sub-categories you want to assign to this account. You may add up to 9 sub-categories to each account. Type any number, 0 to 9, except 1. The following display will appear:

```
ACCOUNT NUMBER          SUB-CATEGORY NUMBER
      xx                          y

      SUB-NAME FOR THIS CATEGORY
```

8. Type the name you want for the sub-category, then press RETURN. (The name may be up to 15 characters long.) The following prompt will appear:

```
IS THIS ENTRY CORRECT? (Y/N)
```

9. If you press Y, the sub-category will be added to your file as it appears on the screen. If you press N, you will be allowed to re-enter the name correctly.

10. When you have added the last account you want to add, type 00 in the ACCOUNT NUMBER field and press RETURN. The ADD/CHANGE/DELETE ACCOUNTS menu will appear.

11. Select option 5 to return to the CHART OF ACCOUNTS menu.

12. Select option 1 to save your additions on disk (see section 2.1.2 for instructions).

2.3.2 Add Sub-Categories to Chart of Accounts

If you want to add sub-categories to any account in your Chart of Accounts, you can name those sub-categories by using this option. To name sub-categories, follow these steps:

1. Run the CHART OF ACCOUNTS program (see section 1.3 for instructions).

2. Load the Chart of Accounts file from disk (see section 2.1.1 for instructions).

3. Select the ADD/CHANGE/DELETE ACCOUNTS option by pressing 3.

4. Select the ADD SUB-CATEGORIES option by pressing 2. The cursor will appear below the following prompt:

   ENTER ACCOUNT# TO ADD SUB-CATEGORY

5. Type the number of the account to which you want to add a sub-category. Remember that the account must be in your Chart of Accounts. If you enter a number that is not in your Chart of Accounts, the following message will appear:

   SORRY! ACCOUNT# HAS NOT BEEN ADDED

   Check the number and enter it again. After you enter a valid account number, the cursor will move below the following prompt:

   ENTER SUB-CATEGORY NAME

6. Type the name of the sub-category. The name may be up to 15 characters long. Press RETURN after you have typed the name, and the sub-category will be automatically added to the file. If you make a mistake, use the change option to correct it (see section 2.3.3). The program will not allow you to add more than nine sub-categories to a single account. The following prompt will appear:

   ENTER ACCOUNT # TO ADD SUB-CATEGORY

7. When you have added all the sub-categories you want to add, enter 00 to return to the ADD/CHANGE/DELETE ACCOUNTS menu.

8. Remember to save your additions on disk (see section 2.1.2 for instructions).

2.3.3 Change Accounts in the Chart of Accounts

If you want to change the name of any account in the Chart of Accounts file, use this option. For example, if you are using the Standard Chart of Accounts, you might want to change account number 21, Accounts Payable - 1, to VISA. Or you might want to change the name of one of your sub-categories. To assure proper processing of your finances, do not change the following accounts:

49 - Net Income
50 - Total Net Worth
55 - Interest Income
86 - Bank Charges

To change accounts, follow these steps:

1. Run the Chart of Accounts program (see section 1.3 for instructions.

2. Load the Chart of Accounts file from disk cassette (see section 2.1.1 for instructions).

3. Select the ADD/CHANGE/DELETE ACCOUNTS option by pressing 3.

4. Select the CHANGE ACCOUNTS option by pressing 3. The following prompt will appear:

   ACCOUNT NUMBER SUB-CATEGORY NUMBER

   It is a good idea to have a printed copy of the Chart of Accounts to refer to when you make changes.

5. Type the number of the account you want to change, then type the number of the sub-category, if any, that you want change. The program will display the record with the following prompt:

   NEW ACCOUNT NAME

   or, NEW SUB-CATEGORY NAME if you indicated that you wanted to change a sub-category.

(If you entered the number of an account or sub-category that is not in the Chart of Accounts, the following message will appear:

SORRY! CANNOT FIND A/C#

6. Using any combination of letters or numerals, type the name of the account and press RETURN. If you do not want to change an entry, just press RETURN. You may then make changes to other accounts or return to the ADD/CHANGE/DELETE ACCOUNTS menu by typing 00 in response to the prompt for ACCOUNT NUMBER.

7. Return to the CHART OF ACCOUNTS program menu and select option (1) FILE MAINTENANCE, then save your Chart of Accounts file (see section 2.1.2 for instructions).

2.3.4 Delete Accounts from Chart of Accounts

You can remove any account or sub-category from the Chart of Accounts with this option. To delete records from the Chart of Accounts, follow these steps:

1. Run the CHART OF ACCOUNTS program (see section 1.3 for instructions).

2. Load the Chart of Accounts file (see section 2.1.1 for instructions).

3. Select the ADD/CHANGE/DELETE ACCOUNTS option by pressing 3.

4. Select the DELETE ACCOUNTS option by pressing 4. The following prompt will appear:

   ACCOUNT NUMBER TO DELETE

5. Type the number of the account you want to delete. The following menu will appear:

   1 DELETE WHOLE A/C#
   2 DELETE SUB-CATEGORY
   3 DO NOT DELETE A/C#

6. Press 1 if you want to delete the entire account with all its sub-categories.

   Press 2 if you want to keep the account but delete a sub-category.

   Press 3 if you decide not to delete the account number you entered.

7. If you pressed 1 to delete the whole account, the account will be displayed with the following prompt at the bottom of the screen:

   DELETE THIS ACCOUNT (Y/N)?

8. If you press Y for yes, the account or sub-category will be deleted and the program will repeat the process for the next account or sub-category for that account.

If you press N for no, the account or sub-category will not be deleted and the process will be repeated for the next account or sub-category for the account.

9. When you finish deleting accounts, remember to save your deletions on disk before you end your session (see section 2.1.2).

2.4 Print Chart of Accounts

The COLOR ACCOUNTANT gives you two options to review information in your Chart of Accounts. Using the PRINT option, you can either display the Chart of Accounts file on the screen or print the file on paper, if you have a printer.

To print the Chart of Accounts, follow these steps:

1. Run the CHART OF ACCOUNTS program (see section 1.3 for instructions.

2. Load the Chart of Accounts file (see section 2.1.1 for instructions).

3. Select option (4) PRINT CHART OF ACCOUNTS by pressing 4.

   The following menu will appear:

   (1) PRINT TO SCREEN
   (2) PRINT TO PRINTER
   (3) RETURN TO MAIN MENU

4. Press 1, and the first page of the Chart of Accounts will appear on the screen. Press any key to display the next page, or press M to return to the program menu.

   If you want to use your printer to print a copy, make sure your printer is properly connected and the power is on before you press 2. The file will start to print immediately after you press 2. When the program finishes the printing, the CHART OF ACCOUNTS menu will appear.

2.5 End Chart of Accounts Processing

When you are ready to end a session with the CHART OF ACCOUNTS program, you have two options:

1. End your session with the COLOR ACCOUNTANT, or;

2. Continue processsing with another program.

In either case, before you end your session with the CHART OF ACCOUNTS, you should save your Chart of Accounts file on disk (see section 2.1.2 for instructions).

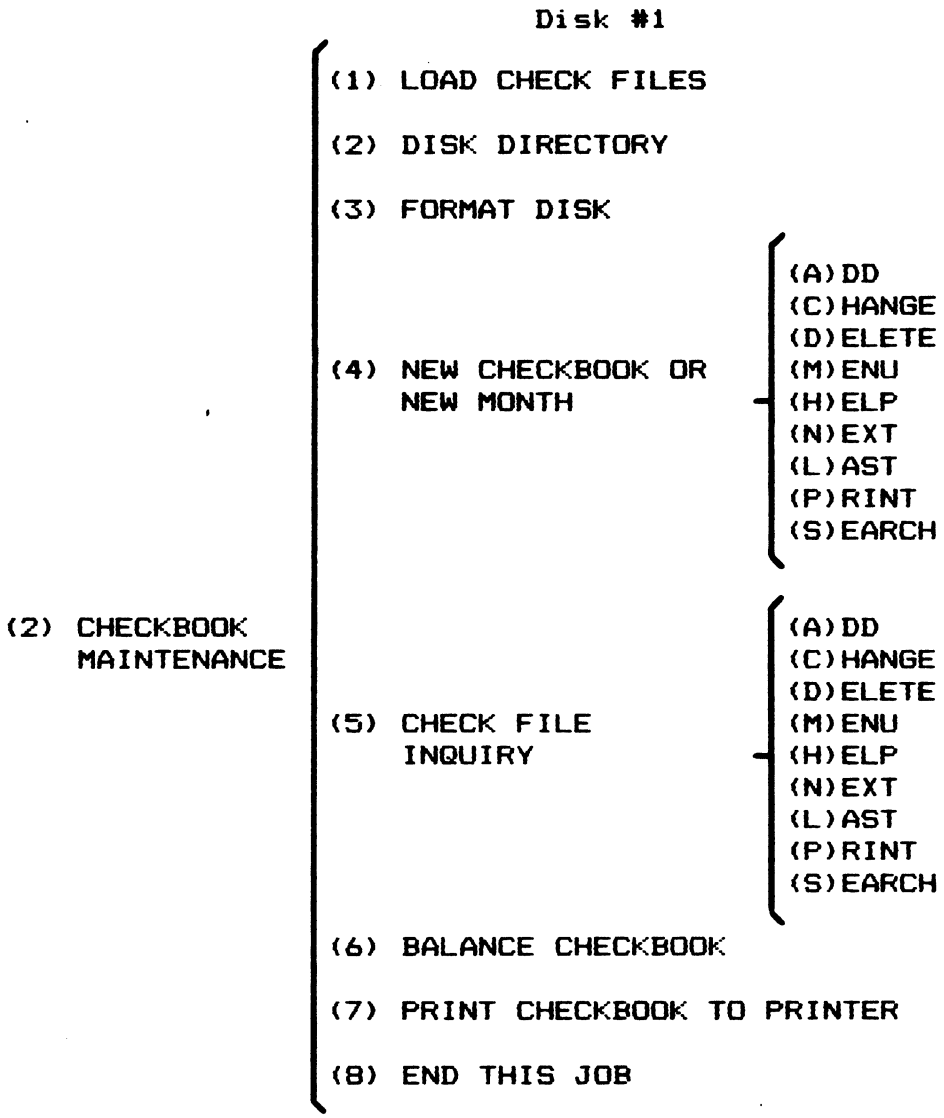
Follow these steps when you are ready to end your session:

1. Save the Chart of Accounts file (see section 2.1.2 for instructions).

2. Insert the COLOR ACCOUNTANT program disk in the storage device.

3. Select option (5) END THIS JOB from the CHART OF ACCOUNTS menu by pressing 5.

4. Press any key, then select the next program you want to run or remove the program disk and turn off the computer.


Disk #1
(2) CHECKBOOK MAINTENANCE
(1) LOAD CHECK FILES
(2) DISK DIRECTORY
(3) FORMAT DISK
(4) NEW CHECKBOOK OR NEW MONTH
(A)DD
(C)HANGE
(D)ELETE
(M)ENU
(H)ELP
(N)EXT
(L)AST
(P)RINT
(S)EARCH
(5) CHECK FILE INQUIRY
(A)DD
(C)HANGE
(D)ELETE
(M)ENU
(H)ELP
(N)EXT
(L)AST
(P)RINT
(S)EARCH
(6) BALANCE CHECKBOOK
(7) PRINT CHECKBOOK TO PRINTER
(8) END THIS JOB

3.0 Checkbook Maintenance

The COLOR CHECKBOOK MAINTENANCE program helps you balance your checkbook and keep a permanent record of tax deductible checks, service charges, and deposits, as well as payments on any account in your Chart of Accounts. When you enter a check, the COLOR ACCOUNTANT automatically debits and credits accounts in your Check file. If you are using this program for the first time, remember that you need to set up your Chart of Accounts before you can run this program.

The CHECKBOOK MAINTENANCE program is a very important part of the COLOR ACCOUNTANT system. For the system to work successfully, you must keep your checkbook records up-to-date and accurate. If your are unsure of what any of the prompts mean, refer to this manual for assistance.

To run this program, refer to section 1.3 for instructions. The CHECKBOOK MAINTENANCE menu consists of the following options:

(1) LOAD CHECK FILE - Use this option at the beginning of your sessions with this program to load your check files into the computer's memory.

(2) DISK DIRECTORY - This option lists the name of each file on the disk in the drive.

(3) FORMAT DISK - This option lets you prepare a new disk to receive data. Never use this option on a disk that holds data that you want to keep.

(4) NEW CHECKBOOK OR NEW MONTH - Use this option the first time you use this program and each time you start a new statement period or month.

(5) CHECK FILE INQUIRY - This option lets you update your checkbook whenever you write a check or make a deposit. With this option you can add, change or delete any entry, or display or search for any record in your check file.

(6) BALANCE CHECKBOOK - You should use this option everytime you receive your bank statement to cancel checks, clear deposits and balance your checkbook. If your checkbook does not balance, this option tells you the amount of the error.

(7) PRINT CHECKBOOK TO PRINTER -This option gives you a hard copy of your checkbook entries for any month.

(8) END THIS JOB - This option lets you end your session.

CHECKBOOK MAINTENANCE

The CHECKBOOK MAINTENANCE program requires the following files on the same disk:

Check Files
Chart of Accounts

NOTE: Always save your CHECK STATEMENT FILES ON ONE DISK FOR THE SAME YEAR. These files are used in building and maintaining your statements. You will not have any trouble loading them if they are on one disk. Also, if you have more than one checking account, keep a separate disk for each account.

3.1 Load Check Files

Every time you use the CHECKBOOK MAINTENANCE program you must load your Check files from disk into the computer. We recommend that you keep your Check files on a separate disk or cassette for each year. To load Check files, follow these steps:

1. Run the CHECKBOOK MAINTENANCE program (see section 1.3 for instructions).

2. Select option (1) LOAD CHECK FILES from the FILE MAINTENANCE menu by pressing 1. The following prompt will appear:

   INSERT CHECKBOOK DISK IN DRIVE

3. Insert the disk on which you store your Check files in the storage device, then press the RETURN key. The following prompt will appear:

   ENTER MONTH/YEAR OF THIS CHECK FILE

4. Type the month and year of the Check file you want to load. For example, for the June 1983 Check file type 0683. The following prompt will appear:

   ENTER A/C# OF CHECKING/CARD ACCOUNT

5. Refer to your Chart of Accounts for the correct account number, then type it in. If you type a single-digit number, press RETURN to advance the cursor. The following message will appear:

   NOW LOADING CHECKBOOK FILE

   then the program menu will appear.

6. You may then select any option on the menu.

3.2 New Checkbook or New Month

You must use this option the first time you use the CHECKBOOK MAINTENANCE program and every time you enter checkbook entries for a new month or statement period. To add a new checkbook or to begin a new month, follow these steps:

1. Run the COLOR CHECKBOOK MAINTENANCE program (see section 1.3 for instructions).

2. Remove the program disk from the drive then insert a file disk on which you have saved the Chart of Accounts. Use a different disk for each Checking Account.

3. Select option (4) NEW CHECKBOOK OR NEW MONTH by pressing 4. The following prompt will appear:

   ENTER # OF RECORDS FOR THIS CHECK FILE

4. Type the maximum number of records that you expect to enter for this month, then press RETURN. You may type any number up to 255. Make sure that you enter a number that is large enough, or you won't be able to enter all of your checks. After you press RETURN, insert the disk on which you store your Checkbook files, then press RETURN again and the following prompt will appear:

   ENTER MONTH/YEAR OF THIS CHECK FILE

5. Type the month and year of the statement period for which you are going to enter checks. For example, if you are entering checks for February 1983, type 0283. The following prompt will appear:

   ENTER A/C# OF CHECKING/CARD ACCOUNT

6. Refer to your Chart of Accounts for the correct asset account number, then type the number. If you type a single-digit number, you must press RETURN to continue. If a file for that month, year, and account already exists on the disk in the drive, you will be warned by the following prompt:

CHBK8302.2 ALREADY EXISTS ON THIS DISK

SAVE FILE: (Y)ES (N)O

If you press Y, your new file will replace the old one. If you press N, the program will return to the main menu and the old file will still exist.

Usually, the following prompt will appear after you enter the account number:

NOW CREATING CHECKBOOK FILE

When the program finishes creating the file, which may take a few minutes, the following prompt will appear:

BEGINNING BALANCE

7. If you are entering a new checking account (that is, if you have not yet received your first statement), type 0 and press RETURN (you will enter your beginning balance as a deposit). When you finish with this Checkbook Maintenance session for the first time, you should use the NET WORTH/INCOME EXPENSE program to debit your beginning balance to account number 50 (Total Net Worth).

   If you are entering a new month, type your balance as shown in you checkbook (not from your bank statement!) and press RETURN. The following prompt will appear:

BEGINNING DATA (MMDDYY)

8. Type the date the balance was valid, then press RETURN. The date must be entered as month, day, year, so you would enter May 25, 1983 as 052583. If you try to enter an invalid date (such as 023083 or JU0483) the cursor will return to this field for you to enter a valid date. Then the following display will appear:

```
                    CHECKBOOK MAINTENANCE

     CHECK    ACCT     SUBCAT          DATE


     PAY TO THE
     ORDER OF

     AMOUNT       $                              dollars

     CHECKS          DEPOSITS             BALANCE
      $                 $                   $
     (A)dd    (C)hange    (D)elete    (M)enu   (H)elp
     (N)ext   (L)ast      (P)rint     (S)earch
     ACCOUNT #          ACCOUNT TOTAL
```

9. The (H)elp Key provides a convenient way for you to make sure that the account and sub-category numbers you enter were the ones you wanted. When you select the HELP option by pressing H, the following prompt appears:

```
     ENTER ACCOUNT #  &  SUB/CATEGORY
```

Type the account number (if you type a single-digit number you must press RETURN to go on) then type the sub-category number. If you typed the numbers of an account that is on your Chart, the name of the account will appear as in the following example:

```
     21-1   COLLEGE LOAN
```

or you might see:

```
     01-8 IS NOT A VALID ACCOUNT #
```

meaning that the numbers you entered do not correspond to any account currently in your Chart of Accounts.

Press any key to return to the data entry screen.

Note that you must first load your Chart of Accounts file before the HELP key will work.

Refer to section 3.2.1 for explanations of the Add option. For explanations of how you can correct mistakes, refer to sections 3.3.2 through 3.3.5.

3.2.1 Add Checks or Deposits

In addition to adding individual checks to your checkbook, you can use the COLOR ACCOUNTANT to break a check down into as many as 25 accounts. For example, if you pay off your credit card by check number 100, you could assign portions of the check to the various accounts by entering the check one time for each account. If you want to divide the check among four accounts, enter the check as number 100A, 100B, 100C, and 100D. You can use any letter except "T," which is reserved to flag tax deductible checks.

To add checks or deposits for a new month or for a new checking account, follow these steps:

1. Select option (4) NEW CHECKBOOK OR NEW MONTH from the CHECKBOOK MAINTENANCE menu (see section 3.2 for instructions).

2. Select the (A)DD option by pressing A. The following prompt will appear at the top of the screen:

   ENTER (C)HECK OR (D)EPOSIT

3. If you want to enter a check, press C.
   If you want to enter a deposit, press D.

   (If you are adding a deposit, skip to step 5.)

4. Type the number of the check and press RETURN. The check number may be up to 4 characters long and may contain any letter except "T." (T is reserved for checks that are tax deductible. The program will automatically assign the T to tax deductible checks.)

5. Enter the account number then press RETURN. Refer to your Chart of Accounts for the correct account number. For example, a check written for food would be account number 61.

6. Enter the sub-category, if any, then press RETURN. Refer to your Chart of Accounts for the correct sub-category number.

7. Enter the name of the payee as it appears on the check, then press RETURN. If the name is more than 15 characters long, abbreviate it. When using abbreviations for names, try to use the same abbreviation each time you use a name. This consistency will make it easier to search for the record later.

8. Enter the amount of the check or deposit then press RETURN. You may enter any amount up to $999,999. The following prompt will appear at the top of the screen:

TAX DEDUCTIBLE (Y/N)?

Press Y if the check payment is tax deductible. Press N if the payment is not tax deductible.

The total value of all checks you have written as of the check displayed on the screen will appear in the area labled CHECKS. Similarly, the total value of all your deposits as of that check or deposit appears in the area labeled DEPOSITS. Your new balance will appear in the area labeled BALANCE. You may then select any option from the bottom of the screen.

ON SCREEN EDITING

As you use the ADD and CHANGE modes, you can move the cursor from one field to another and make any necessary changes easily. To move the cursor back and forth within the record, press the CONTROL key and either the right-arrow key or the left-arrow key at the same time. You are then ready to retype the entry. If you want to erase the entry, press CONTROL-E. If, after you erase an entry, you decide that you want the old entry afterall, simply press CONTROL-S, and the old entry will reappear. Then, to move the cursor to another field, press either CONTROL-RIGHT ARROW or CONTROL-LEFT ARROW.

3.3 Checkbook File Inquiry

You will use this option frequently to add checks or deposits to your check file or to change, delete, or search records in the file. This option is very similar to the NEW CHECKBOOK OR NEW MONTH option. The difference between the two is that you will use this option to enter checks and deposits throughout the month: use the NEW CHECKBOOK OR NEW MONTH option only to start a new checking account or to start a new statement period.

To use the COLOR ACCOUNTANT successfully, you should develop the habit of adding checks or deposits on a regular schedule. To use this option, follow these steps:

1. Run the CHECKBOOK MAINTENANCE program (see section 1.3 for instructions).

2. Load your Check files (see section 3.1 for instructions).

3. Select option (5) CHECK FILE INQUIRY from the program menu by pressing 5.
   The following display will appear:

```
CHECK    ACCT    SUBCAT      DATE


PAY TO THE
  ORDER OF

AMOUNT          $                dollars

CHECKS                DEPOSITS                  BALANCE
 $                     $                         $
(A)dd    (C)hange    (D)elete    (M)enu    (H)elp
(N)ext    (L)ast     (P)rint     (S)earch
ACCOUNT #        ACCOUNT TOTAL
```

4. The (H)elp Key provides a convenient way for you to make sure that the account and sub-category numbers you enter were the ones you wanted. When you select the HELP option by pressing H, the following prompt appears:

```
ENTER ACCOUNT #  &  SUB/CATEGORY
```

Type the account number (if you type a single-digit number you must press RETURN to go on) then type the sub-category number. If you typed the numbers of an account that is on your Chart, the name of the account will appear as in the following example:

```
21-1   COLLEGE LOAN
```

or you might see:

```
01-8 IS NOT A VALID ACCOUNT #
```

meaning that the numbers you entered do not correspond to any account currently in your Chart of Accounts.

Press any key to return to the data entry screen.

Note that you must first load your Chart of Accounts file before the HELP key will work.

Refer to sections 3.3.1 through 3.3.5 for detailed explanations of the FILE INQUIRY options.

3.3.1 Add Checks or Deposits

In addition to adding individual checks to your checkbook, you can use the COLOR ACCOUNTANT to break a check down into as many as 25 accounts. For example, if you pay off your credit card by check number 100, you could assign portions of the check to the various accounts by entering the check one time for each account. If you want to divide the check among four accounts, enter the check as number 100A, 100B, 100C, and 100D. You can use any letter except "T," which is reserved to flag tax deductible checks.

If you use a 24-hour card, design your own numbering system for those transactions. For example, you might number them CA1, CA2, and so on.

To add checks or deposits for a new month or for a new checking account, follow these steps:

1. Select option (5) CHECK FILE INQUIRY from the CHECKBOOK MAINTENANCE menu (see section 3.3 for instructions).

2. Select the (A)DD option by pressing A. The following prompt will appear at the top of the screen:

   ENTER (C)HECK OR (D)EPOSIT

3. If you want to enter a check, press C.
   If you want to enter a deposit, press D.

   (If you are adding a deposit, skip to step 5.)

4. Type the number of the check and press RETURN. The check number may be up to 4 characters long and may contain any letter except "T." (T is reserved for checks that are tax deductible. The program will automatically assign the T to tax deductible checks.)

5. Enter the account number then press RETURN. Refer to your Chart of Accounts for the correct account number. For example, a check written for food would be account number 61.

6. Enter the sub-category, if any, then press RETURN. Refer to your Chart of Accounts for the correct sub-category number.

7. Enter the name of the payee as it appears on the check, then press RETURN. If the name is more than 15 characters long, abbreviate it. If you use abbreviations, try to use the same abbreviation for

the name each time. This consistency will make it easier to search for the check or deposit later.

8. Enter the amount of the check or deposit then press RETURN. You may enter any amount up to $999,999. The following prompt will appear at the top of the screen:

TAX DEDUCTIBLE (Y/N)?

9. Press Y if the check is tax deductible. Press N if check payment is not tax deductible.

Your new balance will appear in the area labeled BALANCE. You may then select any option from the bottom of the screen.

ON SCREEN EDITING

As you use the ADD and CHANGE modes, you can move the cursor from one field to another and make any necessary changes easily. To move the cursor back and forth within the record, press the CONTROL key and either the right-arrow key or the left-arrow key at the same time. You are then ready to retype the entry. If you want to erase the entry, press CONTROL-E. If, after you erase an entry, you decide that you want the old entry afterall, simply press CONTROL-S, and the old entry will reappear. Then, to move the cursor to another field, press either CONTROL-RIGHT ARROW or CONTROL-LEFT ARROW.

3.3.2 Change Checks or Deposits

Use this option when you find that you have entered a check or deposit incorrectly. As with the ADD mode, you can use the combination of the CONTROL key and the right or left arrow keys to move the cursor backward and forward through a record. To change check or deposit records, follow these steps:

1. Select option (5) CHECK FILE INQUIRY from the CHECKBOOK MAINTENANCE menu (see section 3.3 for instructions to display this menu).

2. A record similar to the following will appear:

```
CHECK    ACCT     SUBCAT          DATE
 101      61        1             020283

PAY TO THE
ORDER OF          FOWLERS GROCERY

AMOUNT          $26.34          dollars

CHECKS                DEPOSITS                BALANCE
 $1242.03              $1500.00                $257.97
(A)dd    (C)hange    (D)elete    (M)enu   (H)elp
(N)ext   (L)ast      (P)rint     (S)earch
ACCOUNT # 61          ACCOUNT TOTAL $ 74.63
```

   Use the NEXT, LAST or SEARCH option to display the record you want to change.

3. Press C to change the record. You may then change any entry by pressing the RETURN key until the cursor is positioned in the field you want to change. Type your correction and press RETURN. (If you do not want to change a field, just press RETURN to move the cursor to the next field.)

4. Press RETURN until the cursor moves through the AMOUNT field. You may then select any option.

NOTE: You can change the amount of the balance forward, but the way you do it is different from the way you change a check or depost. When you display the record for the balance forward (+DBLFWD), press C, then type the amount by which you want to change the balance forward. For example, if the balance reads $120.00 and you want to change it to 125.20, type 5.20 and press RETURN. Similarly, if you want to decrease the balance to $115.00, type -5, and Press RETURN. The amount will be added or subtracted from the current balance forward.

3.3.3 Delete Checks or Deposits

Use this option when you want to delete a record from your Check file. To delete check or deposit records, follow these steps:

1. Select option (5) CHECKBOOK FILE INQUIRY from the CHECKBOOK MAINTENANCE menu (see section 3.3 for instructions to display this menu).

2. Use the NEXT, LAST, or SEARCH option to display the record you want to delete. When the record appears, press D. The following prompt will appear:

   DELETE THIS CHECK (Y/N)?

3. Check the record to make sure it is the one you want to delete, then press either Y for yes or N for no.

   If you press Y, the next record in the file will appear. You may then select any option.

3.3.4 Print Individual Checks

You can use the COLOR ACCOUNTANT to write your checks for you, eliminating the possiblity of discrepancies between your checks and your checkbook. To use the COLOR ACCOUNTANT to print a check, follow these steps:

1. Run the CHECKBOOK MAINTENANCE program (see section 1.3 for instructions).

2. Load your Check file from disk (see section 3.1 for instructions).

3. Add the check that you want to print if it is not already in the file (see section 3.3.1 for instructions), or use the NEXT, LAST, or SEARCH option to display the check you want to print, as in the following example:

```
CHECK     ACCT  SUBCAT       DATE
 101       99     01         010183

PAY TO THE
ORDER OF          JOHN DUNNE

AMOUNT      $100.00          dollars
CHECKS              DEPOSITS            BALANCE
 $842.08             $1300.00            $457.92
(A)dd      (C)hange     (D)elete     (M)enu  (H)elp
(N)ext     (L)ast       (P)rint      (S)earch
ACCOUNT # 99        ACCOUNT TOTAL $100.00
```

4. Position your check in the printer. Before you continue, be sure that your printer is connected and the power is on.

5. If the check that is displayed on the screen is the check you want to print, press P. The printer will start to print it immediately. If you want to print a different check, press N until that check appears on the screen.

   Note: When you print a check, the program changes its number by inserting an asterix to help you avoid printing the check twice. Check 100, would become 100*; check 100 T (tax deductible) would become 100* T; check 100B would become 100B*.

3.3.5 Next, Last, Search Checks or Deposits

You can move from one entry to another in the Check file by using several options:

(N)EXT - By pressing N, you can display the next record in the file on the screen. If the last record in the file is on the screen, the first record will appear when you press N.

(L)AST - By pressing L, you can display the the record that occurs in the file immediately before the one on the screen. If the last record in the file is on the screen, the first record will appear when you press L.

(S)EARCH - By pressing S, you can search the file for a particular check or deposit by following these steps:

1. Press S when the screen displays a check or deposit.

2. Type the number of the check or deposit for which you want to search.

3. When the record appears, you may add, change, delete or search as you choose. Press M to return to the program menu.

3.4 Balance Checkbook

When you receive your statement from the bank, this option helps you balance your checkbook correctly. Normally, you will type your Bank Balance into the computer exactly as it appears on your bank statement. When you first set up your check files,if you have a check(s) that is outstanding for more than one month, however, you must compensate by subtracting the amount of that check (plus any charges for that check) from your bank statement, then entering that value instead of the Bank Statement Balance. This small adjustment will help you keep more accurate records. After the first month, the system automatically keeps track of outstanding checks (in a file named OUTCHECK).

To balance your checkbook, follow these steps:

1. Run the CHECKBOOK MAINTENANCE program (see section 1.3 for instructions).

2. Load your Check files from disk (see section 3.1 for instructions).

3. Select option (6) BALANCE CHECKBOOK from the CHECKBOOK MAINTENANCE menu by pressing 6.
   The screen will display the following prompt:

   INTEREST CHECKING A/C? (Y/N)

4. Press Y for yes, then press RETURN, if the account you are balancing pays you interest. The program will then prompt you to enter the amount of the interest your account earned, just as you would enter a deposit. Assign any interest earned to account number 55 (Interest). The record will be assigned number "+DINT" (interest deposit).

   Press N for no, then press RETURN, if the account does not pay you interest.

   The following prompt will appear:

   IS THERE A PER CHECK CHARGE (Y/N)?

5. If the bank deducts a charge for each check that clears, press Y for yes, then press RETURN, type the amount of the charge in cents, and press RETURN again. The following prompt will appear:

   # CANCELLED CHECKS THIS MONTH

Type the number of checks reported in this bank statement and press RETURN. The charge will be recorded as record number "PFEE."

If you are not charged by the check, press N for no. The following prompt will appear:

MISC. OR SERVICE CHARGES (Y/N)?

6. If your statement includes any miscellaneous or service charges, press Y for yes, then press RETURN. The following display will appear:

CHECK ACCT SUBCAT DATE

PAY TO THE
ORDER OF

THE AMOUNT OF $

7. Enter the charge just as you would enter any check. Assign charges to account number 87 (bank charges). The charge will be recorded as record number "PMISC." When you finish, your new balance will appear on the screen with the following prompt:

TAX DEDUCTIBLE (Y/N)?

8. Press Y for yes or N for no. The following prompt will appear if you press Y:

ANY MORE MISC. CHARGES?

9. Press Y for yes, or N for no. If you press Y, the process will repeat. When you press N, the record for the first check or deposit of the month will appear on the screen with the following prompt:

CANCEL CHECK? (Y/N) (L)AST OR (E)ND

10. Your outstanding checks will appear first, followed by the checks for the month that you are processing.

If the check is on your bank statement, press Y for yes. If the check is not on your statement, press N.

If you need to back up through the file to cancel a check or deposit, press L, and the record located just before the one on the screen will appear.

****
CAUTION - If you accidentally answer N for NO, you MUST start the balance routine over. Simply press E, answer the remaining prompts, then start the balancing routine again.
****

Continue this step for each check and deposit until you have cancelled all checks and deposits on the statement, then press E and the following prompt will appear:

ENTER CHECKING ACCOUNT BALANCE
FROM YOUR BANK STATEMENT

(See section 3.3.4 for changes that are made to check and deposit numbers when you balance your checkbook.)

11. Type the balance from your bank statement, then press RETURN. DO NOT USE DOLLAR SIGNS OR COMMAS. For example, if your balance is $5,000.00, type 5000 and press RETURN. (If you have outstanding checks from months for which you have no check files, you must subtract the amount of those checks from the bank's balance.)

12. A message will appear either congratulating you or telling you that your balance is incorrect and by how much. Of course, this program assumes that the bank is right, which, unfortunately, it is more often than not.

****
If you stop payment on a check that is on a statement that you are balancing (but is not in your check files), enter the value as a deposit coded to the account to which you originally coded it. This will assure the accuracy of your records in following months.
****

3.5 Print Checkbook to Printer

You can print a copy of your checkbook for any month at any time. Simply follow these steps:

1. Run the CHECKBOOK MAINTENANCE program (see section 1.3 for instructions).

2. Load your Check file from disk (see section 3.1 for instructions).

3. Select option (7) PRINT CHECKBOOK TO PRINTER from the program menu by pressing 7.
   The following prompt will appear:

   CHECKBOOK NOW PRINTING

   When the program finishes printing the file, the program menu will appear.

   If you forgot to turn the printer on, or if it is not connected, the following message will appear:

   PRINTER NOT RESPONDING

   Connect the printer properly and use this option to print the file again.

When you print your checks, you will notice that some of the numbers are different from the numbers you entered. The symbols added to your check numbers are defined as follows:

T - A "T" added to the end of a check number means that the check is tax deductible.

P - A "P" added to the beginning of a check number means that the check has been cancelled.

\+ - A "+" added to the beginning of a deposit number means that the deposit has cleared the bank.

* - The "*" in the number means that you used the program to print the check indivdually.

3.6 End Checkbook Maintenance

When you finish your CHECKBOOK MAINTENANCE session, you have two choices:

1. End your session with the COLOR ACCOUNTANT, or;

2. Continue processing with another program.

In either case, when you are ready to end your session, you should follow these steps:

1. Insert the COLOR ACCOUNTANT program disk in the storage device.

2. You should select option (8) END THIS JOB from the CHECKBOOK MAINTENANCE menu by pressing 8.

3. Select the next program you want to run from the COLOR ACCOUNTANT menu, or remove the program disk and turn off the computer.

Disk #1

(3) CHECKBOOK SEARCH

(1) BROWSE FILE
(2) SEARCH BY CHECK #
(3) SEARCH BY AMOUNT
(4) SEARCH BY DATE
(5) SEARCH BY PAYEE
(6) SEARCH BY ACCOUNT NUMBER
(7) SEARCH FOR TAX DEDUCTIBLES
(8) END THIS JOB

4.0 Checkbook Search

The CHECKBOOK SEARCH program lets you search your Check file for particular checks, then prints them on the screen or to a printer. For example, you can produce a list of all checks you wrote that are tax deductible. Or you could list all the checks you wrote to VISA for a year.

When you display the COLOR ACCOUNTANT menu and press 3, the following menu will appear (see section 1.3 for instructions to display the COLOR ACCOUNTANT menu):

(1) BROWSE file
(2) search by CHECK number
(3) search by AMOUNT
(4) search by DATE
(5) search by PAYEE
(6) search by ACCOUNT NUMBER
(7) search for tax deductibles
(8) END THIS JOB

The CHECKBOOK SEARCH options let you investigate checks quickly and with very little effort. The prompts for each option are basically the same, with the exception of the first prompt. You will find a discussion of the first prompts at the end of this section.

To select any of the CHECKBOOK SEARCH options, follow these steps:

1. Run the CHECKBOOK SEARCH program (see section 1.3 for instructions).

2. Select the option you want by pressing the bracketed number that corresponds to that option. (Refer to the end of this section for details about each option.) The following menu will appear:

   (1) PRINT TO SCREEN
   (2) PRINT TO PRINTER
   (3) RETURN TO PREVIOUS MENU

3. If you press 1, the program will display the check information on the screen.

   If you press 2, make sure the printer is connected and the power is on. The following message will appear:

ENTER CHECK FILES FROM FIRST FILE
TO LOAD TO LAST FILE TO LOAD

FORMAT IS: MMYY-MMYY

4. Type the beginning date of the first Check file you want to search and the beginning date of the last Check file you want to search. Be sure to separate the two dates with a hyphen (-). For example, if you want to search your January and February Check files, type 0183-0283. The following prompt will appear:

ENTER ACCOUNT # OF CHECKING ACCOUNT

5. Refer to your Chart of Accounts for the correct account number, then type the number. The following prompt will appear:

INSERT CHECK FILE DISK IN DRIVE

Insert the disk on which you store the checking records you want to search in the storage device, then press RETURN. Assuming that you enter the correct information, the program will begin the search.

A description of each search option follows.

(1) BROWSE - When you select option 1, the entire check file will print on the screen or printer with running totals or checks and deposits.

(2) SEARCH BY CHECK NUMBER - When you select 2, you can search for a specific check (101, for example), or search for all checks that have a certain number in them. For example, to search for all cancelled checks, type P and press RETURN. All the checks that are cancelled will print on the screen or printer.

(3) SEARCH BY AMOUNT - Option 3 lets you list all checks of a specific amount. The program will prompt for the AMOUNT you want to search for. Type the amount of the check for which you want to search, then press RETURN. For example, to search for all checks of the amount of $136.47, type 136.47 and press RETURN. DO NOT USE DOLLAR SIGNS OR COMMAS.

(4) SEARCH BY DATE - When you select option 4, you can list all checks written on a particular day. Remember that you must enter the day in the form of month, day, year. For example, to search for all checks written on January 16, 1983, type 011683.

(5) SEARCH BY PAYEE - When you select option 5, you can list all checks paid to a certain party. For example, you could list all checks paid to VISA. You would simply type VISA in response to the following prompt:

PAYEE/DESCRIPTION

then press RETURN.

(6) SEARCH BY ACCOUNT NUMBER - When you select option 6, you can list all checks assigned to any account in your Chart of Accounts. The system will prompt:

ACCOUNT NUMBER

Refer to your Chart of Accounts for the correct account numbers.

(7) SEARCH FOR TAX DEDUCTIBLES - When you select option 7, the program lists all checks that you flagged as tax deductible.

CHART OF ACCOUNTS

ACCOUNT #	SUB-CAT #	ACCOUNT NAME
01	0	CASH - ON - HAND
02	0	CASH - CHECKING ACCOUNT 1
03	0	CASH - CHECKING ACCOUNT 2
05	0	SAVINGS ACCOUNT - 1
06	0	SAVINGS ACCOUNT - 2
08	0	SHORT TERM NOTES
10	0	STOCKS & BONDS
12	0	INVESTMENTS - OTHER
13	0	LAND
14	0	HOME
15	0	VACATION HOME
16	0	FURNITURE & FIXTURES
17	0	AUTOMOBILES
18	0	OTHER ASSETS
21	0	ACCOUNTS PAYABLE - 1
22	0	ACCOUNTS PAYABLE - 2
23	0	ACCOUNTS PAYABLE - 3
24	0	ACCOUNTS PAYABLE - 4
25	0	ACCOUNTS PAYABLE - 5
26	0	ACCOUNTS PAYABLE - 6
27	0	ACCOUNTS PAYABLE - 7
28	0	ACCOUNTS PAYABLE - 8
29	0	ACCOUNTS PAYABLE - 9
30	0	MORTGAGE OUTSTANDING
31	0	CAR LOAN OUTSTANDING

CHART OF ACCOUNTS

ACCOUNT #	SUB-CAT #	ACCOUNT NAME
32	0	LOAN OUTSTANDING - 1
33	0	LOAN OUTSTANDING - 2
34	0	LOAN OUTSTANDING - 3
49	0	NET INCOME THIS YEAR
50	0	NET WORTH
51	0	SALARY - 1
52	0	SALARY - 2
55	0	INTEREST INCOME
56	0	DIVIDEND INCOME
57	0	OTHER INCOME
61	0	FOOD
62	0	CLOTHING
63	0	GAS - OIL - ELECTRICITY
64	0	TELEPHONE
65	0	RENT
66	0	SUPPLIES & REPAIRS
67	0	INSURANCE
68	0	OUTSIDE EATING
69	0	VACATION
70	0	LAUNDRY
71	0	OIL & GASOLINE
72	0	CAR INSURANCE
73	0	ALCOHOL & TOBACCO
74	0	BOOKS & SUBSCRIPTIONS
75	0	LESSONS-CLUBS-HOBBIES

CHART OF ACCOUNTS

ACCOUNT #	SUB-CAT #	ACCOUNT NAME
76	0	MOVIES & PLAYS
77	0	MISC. ENTERTAINMENT
78	0	PETS
79	0	CHARITABLE CONTRIBUTIONS
80	0	INTEREST PAYMENTS
81	0	TAXES - FEDERAL & STATE
82	0	TAXES - PROPERTY
83	0	TAXES - MISCELLANEOUS
84	0	MEDICAL & DENTAL BILLS
85	0	DRUGS
86	0	BANK CHARGES
87	0	PENALTIES & FINES
88	0	MISCELLANEOUS EXPENSE

BEGINNING STATEMENT DATE 01/01/83

CHK/DEP#		DESCRIPTION	DATE	A/C#	S/C#	AMOUNT	NEW BALANCE
+DBLFWD		INITIAL BALANCE	01/01/83	00	0	0.00	0.00
+D1		SALARY	01/01/83	51	0	2000.00	2000.00
+D2		SALARY	01/01/83	52	0	1500.00	3500.00
P100		SEARS	01/01/83	16	0	200.23	3299.77
P101		E F HUTTON	01/02/83	10	0	500.00	2799.77
P102	T	CCB-MORTGAGE	01/02/83	30	0	600.00	2199.77
P103		CCB-CAR LOAN	01/01/83	31	0	300.00	1899.77
P104		A&P	01/04/83	61	0	125.76	1774.01
P105	T	EXXON	01/05/83	63	0	100.00	1674.01
P106		BC/BS	01/06/83	67	0	250.00	1424.01
P107	T	RED LOBSTER	01/08/83	68	0	45.56	1378.45
P108		YMCA	01/09/83	75	0	100.00	1278.45
P109	T	DR. SMITH	01/10/83	84	0	75.00	1203.45
P110	T	MARCH OF DIMES	01/10/83	79	0	150.00	1053.45
P111	T	KERR DRUGS	01/10/83	85	0	25.00	1028.45
P112	T	HOLIDAY INN	01/12/83	69	0	40.00	988.45
P113	T	GTE	01/14/83	64	0	77.90	910.55
114		BURGER KING	01/16/83	68	0	5.90	904.65
+D3		STOCK DIVIDEND	01/24/83	56	0	200.00	1104.65
+DIN		INTEREST	01/24/83	55	0	1.00	1105.65
PFEE		CHK FEES	01/24/83	86	0	0.60	1105.05
PMISC		BANK CHARGES	01/24/83	86	0	2.00	1103.05

TOTAL CREDITS		TOTAL DEBITS		TOTAL TAX DEDUCTIBLE	
4	3701.00	17	2597.95	8	1113.46

CHECKBOOK SEARCH

DATE	CHK/DEP#		DESCRIPTION	ACCT#-S/C#	AMOUNT
01/02/83	P102	T	CCB-MORTGAGE	30-0	600.00
01/05/83	P105	T	EXXON	63-0	100.00
01/08/83	P107	T	RED LOBSTER	68-0	45.56
01/10/83	P109	T	DR. SMITH	84-0	75.00
01/10/83	P110	T	MARCH OF DIMES	79-0	150.00
01/10/83	P111	T	KERR DRUGS	85-0	25.00
01/12/83	P112	T	HOLIDAY INN	69-0	40.00
01/14/83	P113	T	GTE	64-0	77.90

TOTAL CHECKS = $ 1113.46 TOTAL DEPOSITS = $ 0.00

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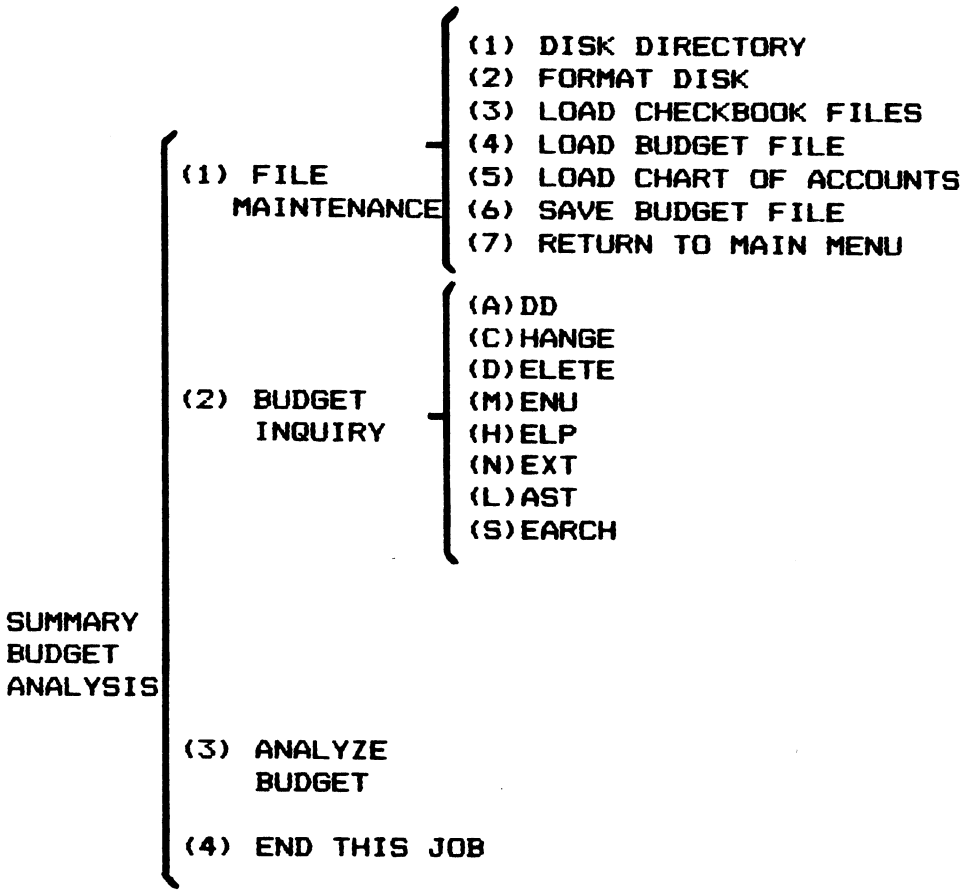
Disk #2


SUMMARY
BUDGET
ANALYSIS
(1) FILE
MAINTENANCE
(1) DISK DIRECTORY
(2) FORMAT DISK
(3) LOAD CHECKBOOK FILES
(4) LOAD BUDGET FILE
(5) LOAD CHART OF ACCOUNTS
(6) SAVE BUDGET FILE
(7) RETURN TO MAIN MENU
(2) BUDGET
INQUIRY
(A)DD
(C)HANGE
(D)ELETE
(M)ENU
(H)ELP
(N)EXT
(L)AST
(S)EARCH
(3) ANALYZE
BUDGET
(4) END THIS JOB

5.0 Summary Budget Analysis

Through the SUMMARY BUDGET ANALYSIS program, you can add, change, delete, print, or display budget records. Remember that you must enter budget information through this program before you can run the DETAIL BUDGET ANALYSIS.

To run the SUMMARY BUDGET ANALYSIS program, select SUMMARY BUDGET ANALYSIS from the COLOR ACCOUNTANT menu (see section 1.3 for instructions). You can then select from the following options:

(1) FILE MAINTENANCE - Use this option at the beginning and at the end of your session. It lets you load your budget file and save your records on disk.

(2) BUDGET INQUIRY - This option lets you add, change, or delete budget records. It also lets you search the file for a specific budget record.

(3) ANALYZE BUDGET - This option summarizes budget information, and prints it on the screen or on the printer so you can analyze it.

(4) END THIS JOB - This option returns you to the system menu.

The first thing you must do every time you run this program is to select option (1) FILE MAINTENANCE to load the necessary files. If you forget to load the files, the program will not be able to display any data. Have the disks that hold the following files ready to load:

Check File
Chart of Accounts
Prior Budget File

(The first time you use this program, load only your Check file and your Chart of Accounts.)

5.1 File Maintenance

Every time you run the SUMMARY ANALYSIS program, you need to use the FILE MAINTENANCE option. (If you are using this program for the first time, you will load only your Check files and your Chart of Accounts. Then you will use option (2) BUDGET INQUIRY to create your Budget file.) Before you can add, change, delete, search, or print budget information, load the following files:

Check Files
Your latest Budget File
Chart of Accounts

(When you finish your session with the SUMMARY BUDGET ANALYSIS program, remember to save your files.)

To perform file maintenance, follow these steps:

1. Run the SUMMARY BUDGET ANALYSIS program (see section 1.3 for instructions).

2. Select option (1) FILE MAINTENANCE from the BUDGET ANALYSIS menu by pressing 1.
   The following menu will appear:

   (1) DISK DIRECTORY
   (2) FORMAT DISK
   (3) LOAD CHECKBOOK FILE
   (4) LOAD BUDGET FILE
   (5) LOAD CHART OF ACCOUNTS
   (6) SAVE BUDGET FILE
   (7) RETURN TO MAIN MENU

3. Press 3, and the following prompt will appear:

   ENTER MONTH/YEAR OF CHECKBOOK FILE

4. Type the date that identifies the Check file you want to load. For example, if you want to load the February 1983 file, type 0283. The following prompt will appear:

   ENTER A/C# OF CHECKING A/C

5. Refer to your Chart of Accounts for the correct account number, then type the number. If you type a single-digit number, you must press RETURN to advance the cursor.

6. Insert the disk on which you store your Check files and press RETURN. The following message will appear:

NOW LOADING CHECK FILE

then the FILE MAINTENANCE menu will appear.

7. Press 4 to load your Budget, and the following prompt will appear:

ENTER MONTH/YEAR OF THIS BUDGET FILE

8. Type the month and year of the Budget file you want to load. For example, if you want to load the January Budget, type 0183.

9. Insert the disk on which you store your Budget files in the storage device, then press RETURN. The FILE MAINTENANCE menu will appear.

10. Press 5 to load your Chart of Accounts, then insert the disk on which you store your Chart of Accounts in the storage device. Press RETURN and the following message will appear:

NOW LOADING ACCOUNTS FILE

then the FILE MAINTENANCE menu will appear.

11. Press 7 to return to the BUDGET ANALYSIS menu. Select any option you want.

12. Complete this step at the end of your session. Select option (6) SAVE BUDGET FILE from the FILE MAINTENANCE menu by pressing 6. The following prompt will appear:

ENTER MONTH/YEAR OF THIS BUDGET FILE

13. Type the date of the end of the month of the budget you are processing. For example, if the month is June 1983, type 0683.

14. Insert the disk on which you store your Budget file and press RETURN. The FILE MAINTENANCE menu will appear. If you have already saved a Budget file for that month, the following message will appear:

```
BUDGETFL.01 ALREADY EXISTS ON THE DISK

SAVE FILE:  (Y)ES (N)O (M)ENU
```

If you press Y, the new Budget file will replace the one currently on the disk. If you press N or M, the program menu will appear. You can then continue processing by selecting any option from the menu.

5.2 Budget Inquiry

With this option, you can create your budget, then add, change, delete or search any record in your Budget file to update the file or verify information. To use this option, follow these steps:

1. Run the SUMMARY BUDGET ANALYSIS program (see section 1.3 for instructions).

2. Load the Check, Budget, and Chart of Accounts files (see section 5.1 for instructions).

3. Select option (2) BUDGET INQUIRY from the BUDGET ANALYSIS menu by pressing 2. The following display will appear:

```
                    ACCOUNT NAME

                    ACCOUNT NUMBER

                    AMOUNT TO BUDGET

(A)DD    (C)HANGE    (D)ELETE    (M)ENU
(H)ELP   (N)EXT      (L)AST      (S)EARCH
```

4. The (H)elp Key provides a convenient way for you to make sure that the account and sub-category numbers you enter were the ones you wanted. When you select the HELP option by pressing H, the following prompt appears:

```
ENTER ACCOUNT #  &  SUB/CATEGORY
```

Type the account number (if you type a single-digit number you must press RETURN to go on) then type the sub-category number. If you typed the numbers of an account that is on your Chart, the name of the account will appear as in the following example:

```
21-1   COLLEGE LOAN
```

or you might see:

```
01-8 IS NOT A VALID ACCOUNT #
```

meaning that the numbers you entered do not correspond to any account currently in your Chart of Accounts.

Press any key to return to the data entry screen.

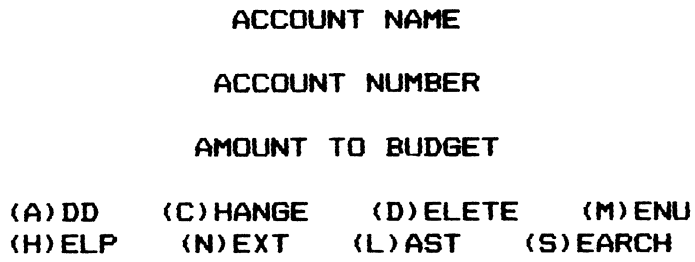
Note that you must first load your Chart of Accounts file before the HELP key will work.

Select the option you want by pressing the bracketed letter that corresponds to the option. These options are discussed in detail in sections 5.2.1 through 5.2.4.

5.2.1 Add Budget Records

This option lets you set up a monthly budget for any account in your Chart of Accounts. Simply follow these steps:

1. Select the BUDGET INQUIRY option from the SUMMARY BUDGET ANALYSIS menu (see section 5.2 for instructions). The following display will appear:



2. Press A to add records. The cursor will move to the ACCOUNT NUMBER field. Refer to your Chart of Accounts for the account number, then type the number. The cursor will move to the AMOUNT TO BUDGET field and, assuming that you loaded your Chart of Accounts, the ACCOUNT NAME will appear.

3. Type the amount you want to budget for the account. DO NOT USE DOLLAR SIGNS OR COMMAS. For example, if you want to budget $1,000.00, type 1000 and press RETURN.

4. Check the entry to make sure it is correct. You may then select any option.

5. When you have added all the budget information you want, press M and the BUDGET ANALYSIS menu will appear. Remember to save your budget on disk (see section 5.1, steps 14 through 17 for instructions).

5.2.2 Change Budget Records

This option lets you change the amount you have budgeted to any account for any month. Using this option you can also create a new budget for a month easily by loading the previous month's budget, then making your changes and saving it as this month's budget. For example, you would load January's budget file, make any changes that are necessary, then save it as February's budget. You would still have your January budget in your file for future reference. To change budget records, follow these steps:

1. Select the BUDGET INQUIRY option from the SUMMARY BUDGET ANALYSIS menu (see section 5.2 for instructions). The following display will appear:

```
                    ACCOUNT NAME

                    ACCOUNT NUMBER

                    AMOUNT TO BUDGET

    (A)DD    (C)HANGE    (D)ELETE    (M)ENU
    (H)ELP   (N)EXT      (L)AST      (S)EARCH
```

2. Use the NEXT, LAST, or SEARCH option to display the record you want to change.

3. Press C to change records. The cursor will move to the AMOUNT TO BUDGET field.

4. Type the new amount you want to budget to the account, then press RETURN. DO NOT USE DOLAR SIGNS OR COMMAS. For example, if you want to budget $1,000.00, type 1000 and press RETURN.

5. Check the entry to make sure it is correct. You may then select any option.

6. When you have changed all the budget information you want, press M and the BUDGET ANALYSIS menu will appear. Remember to save your budget on disk (see section 5.1, steps 14 through 17 for instructions).

5.2.3 Delete Budget Records

This option lets you remove budget records from the file any time you decide you no longer want to budget for a particular account. Used with the Change and Add options, the Delete option can help you create a new budget file from an old one by loading the old one, making your changes, then saving the file as a new month's budget. To delete accounts from your budget, follow these steps:

1. Select the BUDGET INQUIRY option from the SUMMARY BUDGET ANALYSIS menu (see section 5.2 for instructions). The following display will appear:

```
                    ACCOUNT NAME

                   ACCOUNT NUMBER

                   AMOUNT TO BUDGET

(A)DD     (C)HANGE     (D)ELETE     (M)ENU
(H)ELP      (N)EXT     (L)AST     (S)EARCH
```

2. Use the NEXT, LAST, or SEARCH option to display the record you want to delete.

3. When the record you want to delete appears, press D. The following prompt will appear:

```
        DELETE THIS BUDGETED AMOUNT (Y/N)?
```

   If you press N, the record will remain in the file. If you press Y, the record will be deleted from the file, although it will remain on the screen until you select another option.

4. When you have changed all the budget information you want, press M and the BUDGET ANALYSIS menu will appear. Remember to save your budget on disk (see section 5.1, steps 14 through 17 for instructions).

5.2.4 Search the Budget File

The COLOR ACCOUNTANT lets you search your budget files in any of three ways. After you select the BUDGET INQUIRY option, you can display the records in the file sequentially by using the NEXT option, back up through the file by using the LAST option, or locate a particular budget account with the SEARCH option. Simply follow these steps:

1. Select the BUDGET INQUIRY option from the SUMMARY BUDGET ANALYSIS menu (see section 5.2 for instructions). The following display will appear:

ACCOUNT NAME

ACCOUNT NUMBER

AMOUNT TO BUDGET

(A)DD (C)HANGE (D)ELETE (M)ENU
(H)ELP (N)EXT (L)AST (S)EARCH

2. By pressing N, you will display the next record in the file. You can then select any of the options from the bottom of the screen.

3. By pressing L, you will display the previous record in the file. For example, if your file contains budgets for account numbers 21, 22, and 23, and 22 is on the screen, number 21 will appear when you press L.

4. By pressing S, you can search for any budget record in the file. The cursor will move to the ACCOUNT NUMBER field. Type the number of the account for which you want to search. The record will appear and you may select any option.

5. Press M to return to the BUDGET ANALYSIS menu.

5.3 Analyze Budget (Print Summary Budget Analysis)

The COLOR ACCOUNTANT will print a summary analysis of your budget on the screen or to your printer. (Turn to the Appendix for a sample of this analysis.) Follow these steps to print the Summary Budget Analysis:

1. Run the SUMMARY BUDGET ANALYSIS program (see section 1.3 for instructions).

2. Load the Check, Budget, and Chart of Accounts files from disk (see section 5.1 for instructions).

3. Select option (3) ANALYZE BUDGET from the BUDGET ANALYSIS menu by pressing 3. The following menu will appear:

   (1) PRINT TO SCREEN
   (2) PRINT TO PRINTER
   (3) RETURN TO MAIN MENU

4. If you press 1, the Summary will appear on the screen. Press RETURN to display the next page of the report, or press M to return to the program menu. When you have displayed the entire Summary, the BUDGET ANALYSIS menu will appear.

5. Before you press 2, be sure your printer is connected and the power is on. As soon as you press 2, the printer will start to print the report, then the BUDGET ANALYSIS menu will appear.

5.4 End Budget Processing

When you have finished your DETAIL BUDGET ANALYSIS session, you have two options:

1. End your session with the COLOR ACCOUNTANT, or;

2. Continue procesing with another program.

In either case, before you end your session with this program, follow these steps:

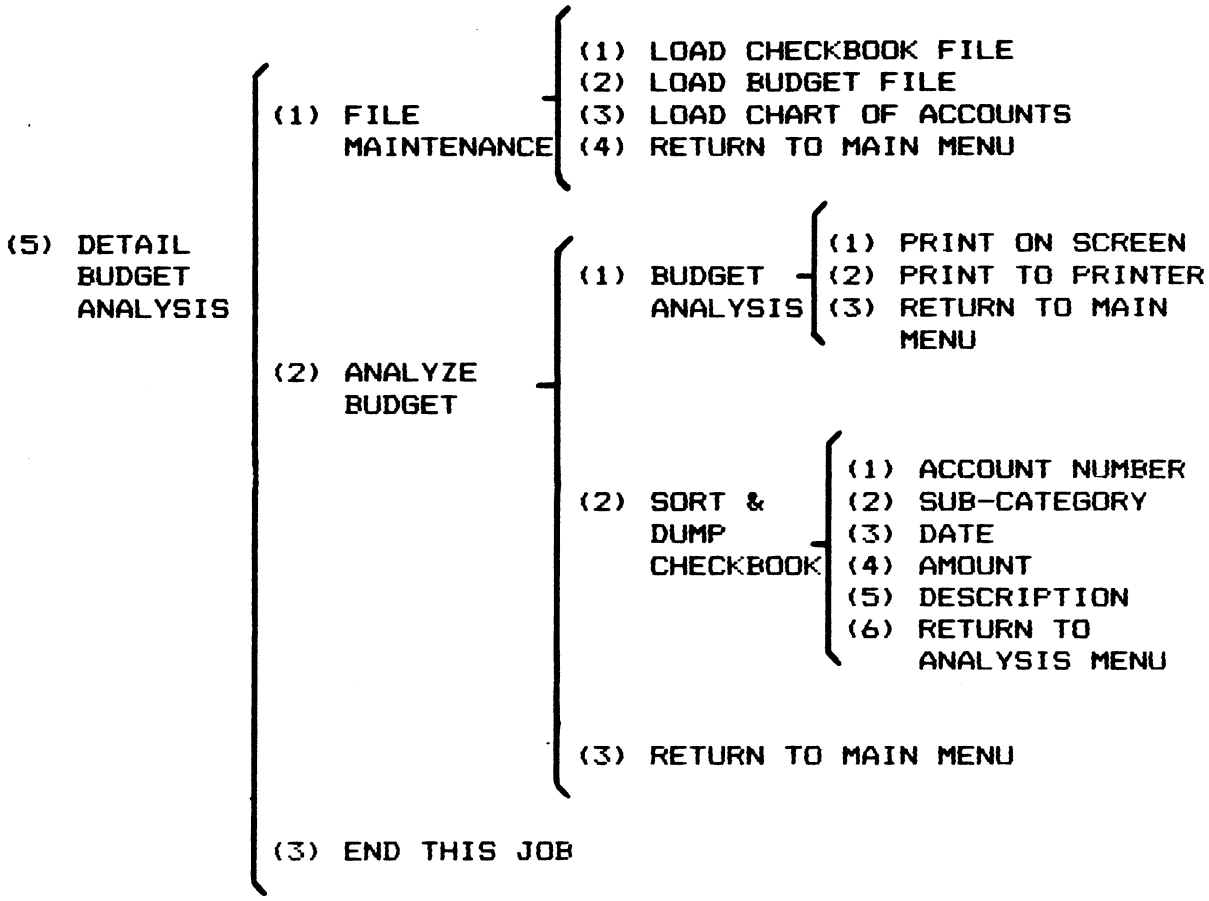
1. Save your Budget file (see section 5.1, steps 14 through 17 for instructions).

2. Insert the COLOR ACCOUNTANT program disk in the storage device.

3. Select option (4) END THIS JOB from the BUDGET ANALYSIS menu by pressing 4.

4. Select the next program you want to run from the COLOR ACCOUNTANT menu, or remove the disk and turn the computer off.

DETAIL BUDGET ANALYSIS



6.0 Detail Budget Analysis

Through the DETAIL BUDGET ANALYSIS program, you can print a detailed analysis of your budget and produce a list of budgeted checkbook entries sorted to your specifications. To run the DETAIL BUDGET ANALYSIS program, select DETAIL BUDGET ANALYSIS from the COLOR ACCOUNTANT menu (see section 1.3 for instructions). You can then select from the following options:

(1) FILE MAINTENANCE - Use this option at the beginning and at the end of your session. It lets you load your budget file and save your records on disk.

(2) ANALYZE BUDGET - This option prepares budget information, and prints it on the screen or on the printer so you can analyze it. It also sorts budgeted checkbook entries and displays them on the screen or prints them to the printer.

(3) END THIS JOB - This option returns you to the system menu.

The first thing you must do every time you run this program is to select option (1) FILE MAINTENANCE to load the necessary files. If you forget to load the files, the program will not be able to display any data. Have the disks that hold the following files ready to load:

Check File
Prior Budget File
Chart of Accounts

6.1 File Maintenance

Before you can produce the Detail Budget Analysis, you must load three files from disk into the computer's memory. To load these files, follow these steps:

1. Run the DETAIL BUDGET ANALYSIS program (see section 1.3 for instructions).

2. Select option (1) FILE MAINTENANCE from the BUDGET ANALYSIS menu by pressing 1. The following menu will appear:

```
(1) DISK DIRECTORY
(2) LOAD CHECKBOOK FILE
(3) LOAD BUDGET FILE
(4) LOAD CHART OF ACCOUNTS
(5) RETURN TO MAIN MENU
```

3. Press 2, then the following prompt will appear:

```
INPUT MONTH AND YEAR (MMYY)
OF CHCKBOOK FILE TO LOAD IN
```

4. Type the date your last statement period ended. For example, if it ended February 1983, type 0283. The following prompt will appear:

```
  ENTER ACCOUNT #
OF CHECKING ACCOUNT
```

5. Refer to your Checkbook file records or to your Chart of Accounts for the correct account number, then type the number. If you already have a Check file in memory, the following menu will appear:

```
select one of the following:

1 add this file to existing file
2 replace existing file
3 return to file maintenance menu
```

6. Press 1 if you want to process the Budget Analysis for more than one checking account, and the file will be added to the one now in memory.

Press 2 if you want to replace the file that is in memory, and the file you are loading will be the only one in the memory. (If you want to load more Check files, you should select option (2) LOAD CHECK-BOOK FILES when the FILE MAINTENANCE menu appears.

If you press 3, the file will not be loaded and the file now in memory will remain in memory.

If you selected option 1 or 2, the following prompt will appear:

LOAD CHCKBOOK FILE IN DRIVE

7. Insert the disk on which you store the Check file you want to process, then press any key. After the computer has loaded the file, the FILE MAINTENANCE menu will appear.

8. Press 3, and the following prompt will appear:

INPUT MONTH AND YEAR (MMYY)
OF BUDGETFL FILE TO LOAD IN

9. Type the date of the Budget file you want to load in the form of month and year. For example, type 013183 for the January 1983 Budget file.

10. Insert the disk on which you store your Budget files, then press any key. The FILE MAINTENANCE menu will appear.

11. Press 4, then insert the disk which you store your Chart of Accounts. Press any key and the FILE MAINTENANCE menu will appear.

12. Press 5 to return to the BUDGET ANALYSIS menu.

Note: Because this program does not alter any files, there is no need to save files when you finish.

6.2 Analyze Budget

With this option, you can print a detailed Budget Analysis to your screen or to a printer (see the Appendix for a sample). You can also print a report of the checks you wrote to each budget account, sorted by account number, sub-category number, date, amount, or payee. To use this option, simply follow these steps:

1. Run the DETAIL BUDGET ANALYSIS program (see section 1.3 for instructions).

2. Load your Check, prior Budget, and Chart of Accounts files from disk (see section 6.1 for instructions).

3. Select option (2) ANALYZE BUDGET from the BUDGET ANALYSIS menu by pressing 2. The following menu will appear:

```
(1) BUDGET ANALYSIS
(2) SORT & DUMP CHECKBOOK
(3) RETURN TO MAIN MENU
```

Each of these options is discussed in detail in sections 6.2.1 and 6.2.2.

6.2.1 Print Budget Analysis

Option (1) BUDGET ANALYSIS lets you print a detailed analysis of your budget either to your screen or to your printer. Simply follow these steps:

1. Select option (2) ANALYZE BUDGET from the BUDGET ANALYSIS menu (see section 6.2 for instructions).

2. Select option (1) BUDGET ANALYSIS from the ANALYSIS MENU by pressing 1. The following menu will appear:

   (1) PRINT TO SCREEN
   (2) PRINT TO PRINTER
   (3) RETURN TO PRIOR MENU

3. To display the analysis on the screen, press 1. The program will sort the Budget file. This will take several minutes (up to 30 for a very long file). After the file has been sorted, the first page of the analysis will appear on the screen.

   Press RETURN to display the next page, or press M to return to the print menu. After you have displayed the entire report, the ANALYSIS MENU will appear.

4. To print a hard copy of the Budget Analysis, first make sure your printer is connected and the power is on. Press 2, and the printer will start to print the analysis, then the ANALYSIS MENU will appear on the screen.

A sample of the Budget Analysis is in the Appendix.

6.2.2 Sort & Dump Checkbook

The COLOR ACCOUNTANT will print a budget analysis of the checks you entered for the month through the CHECKBOOK MAINTENANCE program. For your convenience, this option lets your sort your checks in any of the following ways:

1. By account number
2. By sub-category number
3. By date
4. By amount
5. By description (payee)

To list your checks, simply follow these steps:

1. Select option (2) ANALYZE BUDGET from the BUDGET ANALYSIS menu (see section 6.2 for instructions).

2. Select option (2) SORT & DUMP CHECKBOOK from the ANALYSIS MENU by pressing 2. The following menu will appear:

   (1) PRINT TO SCREEN
   (2) PRINT TO PRINTER
   (3) RETURN TO MAIN MENU

3. If you select option 1 or 2, the following menu will appear (before you select option 2, be sure your printer is connected and the power is on):

   SORT BY:
   (1) account number
   (2) sub-category
   (3) date
   (4) amount
   (5) description (payee)
   (6) return to analysis menu

4. Select the order in which you want your checks to be printed by pressing the number that corresponds to your choice. The following message will appear:

   NOW SORTING CHECKBOOK FILE

   Depending on how many checks are in your file, and on the order in which they were sorted last, this message will remain on the screen for up to 30 minutes if you have a very long file. As soon as the program finishes sorting the checks, the report will start to print.

5. If you are printing to your screen, the first page of the report will appear. Press RETURN to continue, or press M to return to the program menu. After you have displayed the entire report, the ANALYSIS MENU will appear.

6.3 End Budget Processing

When you have finished your DETAIL BUDGET ANALYSIS session, you have two options:

1. End your session with the COLOR ACCOUNTANT, or;

2. Continue procesing with another program.

In either case, before you end your session with this program, follow these steps:

1. Insert a COLOR ACCOUNTANT program disk in the storage device.

2. Select option (4) END THIS JOB from the BUDGET ANALYSIS menu by pressing 4.

3. Select the next program you want to run from the COLOR ACCOUNTANT menu, or remove the disk and turn the computer off.

Disk #2

(6) NET WORTH/ INCOME EXPENSE

- (1) FILE MAINTENANCE
  - (1) DISK DIRECTORY
  - (2) FORMAT DISK
  - (3) LOAD CHECKBOOK FILE
  - (4) LOAD PRIOR BALANCE SHEET
  - (5) LOAD PRIOR INCOME STATEMENT
  - (6) LOAD CHART OF ACCOUNTS
  - (7) SAVE INCOME STATEMENT
  - (8) SAVE BALANCE SHEET
  - (9) RETURN TO MAIN MENU
- (2) PRE-STATEMENT MAINTENANCE
  - (1) ADD LOANS
  - (2) ADD SAVINGS OR INVESTMENTS
  - (3) ADD CREDIT CARD
  - (4) DEBIT/CREDIT OTHER
  - (5) RETURN TO MAIN MENU
- (3) PRINT NET WORTH STATEMENT
  - (1) PRINT TO SCREEN
  - (2) PRINT TO PRINTER
  - (3) RETURN TO MAIN MENU
- (4) PRINT INCOME/ EXPENSE STATEMENT
  - (1) PRINT TO SCREEN
  - (2) PRINT TO PRINTER
  - (3) RETURN TO MAIN MENU
- (5) END THIS JOB

7.0 Net Worth/Income Expense

This program helps you keep track of your assets and liabilities, credits and debits to accounts, your income and your cash obligations, investments, and loans. This program is particularly useful for recording and reporting transactions that do not pass through your checking account.

When you run this program, the NET WORTH/INCOME EXPENSE menu will list the following options (see section 1.3 for instructions to run this program):

(1) FILE MAINTENANCE - This option will always be used when you update or print your Net Worth and Income/Expense Statements. It lets you load your files from disk when you begin your session and save your files when you are finished. You can also use this option to format a file disk or to display a list of all the files on a disk.

(2) PRE-STATEMENT MAINTENANCE - Use this option the first time you run the NET WORTH/INCOME EXPENSE program to set up account records for loans, savings, investments, stocks and bonds, credit cards, and other transactions that do not pass through your checking account.

(3) PRINT NET WORTH STATEMENT - This option lets you print your Net Worth Statement either to the screen or to your printer.

(4) PRINT INCOME/EXPENSE STATEMENT - This option lets you print your Income/Expense Statement to the screen or to the printer.

(5) END THIS JOB - This option ends your session with the NET WORTH/INCOME EXPENSE program.

The files you need to run this program are:

Check File
Chart of Accounts
Prior Net Worth Statement (Balance Sheet)
Prior Income/Expense Statement

To see a sample Net Worth and Income Expense Statements, turn to the Appendix.

7.1 File Maintenance

This is the first option you should select every time you run the NET WORTH/INCOME EXPENSE program. Using this option, you will load or save your Net Worth and Income Expense Statements.

To perform file maintenance, follow these steps:

1. Run the NET WORTH/INCOME EXPENSE program (see section 1.3 for instructions).

2. Select option (1) FILE MAINTENANCE from the program menu by pressing 1. The following menu will appear:

```
(1) DISK DIRECTORY
(2) FORMAT DISK
(3) LOAD CHECKBOOK FILE
(4) LOAD PRIOR BALANCE SHEET
(5) LOAD PRIOR INCOME STATEMENT
(6) LOAD CHART OF ACCOUNTS
(7) SAVE INCOME STATEMENT
(8) SAVE BALANCE SHEET
(9) RETURN TO MAIN MENU
```

3. Press 3, and the following prompt will appear:

```
ENTER MONTH/YEAR OF THIS CHECKBOOK FILE
```

4. Type the month and year of the Checkbook file you want to load. For example, if the Checkbook file you want to load is January 1983 type 0183. The following prompt will appear:

```
ENTER A/C# OF CHECKING/CARD ACCOUNT
```

5. Refer to your Check records or your Chart of Accounts for the correct account number, then type the number.

6. Insert the disk on which you store your Check files in the storage device and press RETURN. The FILE MAINTENANCE menu will appear.

7. Press 4, and the following prompt will appear:

```
ENTER MONTH/YEAR OF THIS NETWORTH FILE
```

8. Type the month and year of the last Net Worth Statement (balance sheet) you saved. For example, if you saved your last Net Worth Statement as April 1983, type 0483.

9. Insert the disk on which you store your Net Worth Statements and press any key. The FILE MAINTENANCE menu will appear.

10. Press 5, and the following prompt will appear:

ENTER MONTH/YEAR OF THIS INCOMEXP FILE

11. Type the month and year of your last Income/Expense Statement.

12. Insert the disk on which you store your Income/Expense Statements, then press any key. The FILE MAINTENANCE menu will appear.

13. Press 6, then insert the disk on which you store your Chart of Accounts, then press any key. The FILE MAINTENANCE menu will appear.

*If you are running this program for the first time, load only your Checkbook and Chart of Accounts.

14. Press 9 to return to the program menu, then select the option you want to process your Net Worth and Income/Expense records.

15. When you finish, return to the NET WORTH/INCOME EXPENSE menu.

16. Select option (1) FILE MAINTENANCE by pressing 1. The FILE MAINTENANCE menu will appear.

17. Press 7, to save your Income/Expense Statement, and the following prompt will appear:

ENTER MONTH/YEAR OF THIS INCOMEXP FILE

18. Type the month and year of the period for which you produced the Income Statement. For example, if you produced the Income Statement for April 1983, type 0483.

19. Insert the disk on which you store your Income Statements for the year, then press RETURN. The FILE MAINTENANCE menu will appear. If an Income Statement for the month and year you entered already exists on the disk, the following message will appear:

INEX8301 ALREADY EXISTS ON THE DISK

SAVE FILE: (Y)ES (N)O (M)ENU

(Where 83 is the year and 01 is the month that identifies the statement.)

If you press Y, the new Income Statement will replace the file currently on the disk. If you press N or M, you can select another option from the menu.

20. Press 8, to save your Net Worth Statement, and the following prompt will appear:

ENTER MONTH/YEAR OF THIS NETWORTH FILE

21. Type the date for the Net Worth (balance sheet) Statement just as you did in step 18.

22. Insert the disk on which you store your Net Worth Statement for the year, then press RETURN and the FILE MAINTENANCE menu will appear. If the Net Worth Statement for the date you entered already exists on your disk, a message similar to the one explained in step 20 will appear. Follow the instructions outlined in step 20 if this occurs.

23. Press 9 to return to the program menu.

7.2 Pre-Statement Maintenance

Before you process your Net Worth or Income/Expense Statements (add, change, delete, or print), you should use the PRE-STATEMENT MAINTENANCE option under the following circumstances:

1. You are using the NET WORTH/INCOME EXPENSE program for the first time;

2. You have a new loan, credit card, investment, or other transaction that you are not processing through your checkbook, or;

3. You want to correct a mistake you did not catch in CHECKBOOK MAINTENANCE.

To perform PRE-STATEMENT MAINTENANCE, follow these steps:

1. Run the NET WORTH/INCOME EXPENSE program (see section 1.3 for instructions).

2. Load all necessary files (see section 7.1 for instructions).

3. Select option (2) PRE-STATEMENT MAINTENANCE from the program menu by pressing 2. The following menu will appear:

```
(1) ADD LOANS
(2) ADD SAVINGS OR INVESTMENTS
(3) ADD CREDIT CARD
(4) DEBIT/CREDIT OTHER
(5) RETURN TO MAIN MENU
```

The first time you use the NET WORTH/INCOME EXPENSE program, you will probably want to use options 1, 2, and 3. These options are discussed in sections 7.2.1 through 7.2.4.

If you are not familiar with the difference between a debit and a credit, refer to the appendix.

7.2.1 Add Loans

If you are using the COLOR ACCOUNTANT for the first time, use this option to set up all your loan records. You should also use this option whenever you receive a loan that you have not processed through your checking account. Be careful when you use this option to process loans, because no audit trails are printed.

To add loans, follow these steps:

1. Select option (1) ADD LOANS from the PRE-STATEMENT MAINTENANCE menu by pressing 1 (see section 7.2 for instructions to display this menu).

   The following prompt will appear:

   ENTER A/C# TO DEBIT FOR
   ASSET PURCHASED

2. Refer to your Chart of Accounts for the correct account number, then type the account number. For example, if you want to enter a home loan, type 14 (Home). If you type a single digit number, you must press RETURN to advance the cursor. The following prompt will appear:

   ENTER AMOUNT OF LOAN

3. Type the amount of your loan and press RETURN. DO NOT USE DOLLAR SIGNS OR COMMAS. For example, if your home loan is for $50,000.00, type 50000 and press RETURN. The following prompt will appear:

   ENTER A/C# TO CREDIT THIS LOAN

4. Refer to your Chart of Accounts for the correct number, then type the number. (If you enter the number of an account that cannot be credited for the asset, the program will continue to prompt for the account number to credit.) For example, to credit your home loan, type 30 (Mortgage Payable) and press RETURN. Assuming that you loaded your Chart of Accounts, the following will appear on the screen:

```
14 HOME                                $50000.00
   30 MORTGAGE OUTSTANDING               $50000.00

IS THIS ENTRY CORRECT (Y/N) OR (H)ELP?
```

5. If the entry is correct, press Y, and the prompt to enter another loan will appear.

   If the entry is not correct, press N and you can enter the data correctly.

   The (H)elp Key provides a convenient way for you to make sure that the account and sub-category numbers you enter were the ones you wanted. When you select the HELP option by pressing H, the following prompt appears:

```
ENTER ACCOUNT #  &  SUB/CATEGORY
```

   Type the account number (if you type a single-digit number you must press RETURN to go on) then type the sub-category number. If you typed the numbers of an account that is on your Chart, the name of the account will appear as in the following example:

```
21-1   COLLEGE LOAN
```

   or you might see:

```
01-8 IS NOT A VALID ACCOUNT #
```

   meaning that the numbers you entered do not correspond to any account currently in your Chart of Accounts.

   Press any key to return to the data entry screen.

   Note that you must first load your Chart of Accounts file before the HELP key will work.

6. When you finish adding loans, enter 00 when the prompt to ENTER A/C# TO DEBIT FOR ASSET PURCHASED appears. The PRE-STATEMENT MAINTENANCE menu will appear. Remember to save your Net Worth Statement on disk before you end your session.

7.2.2 Add Savings or Investments

The first time you use the COLOR ACCOUNTANT, use this option to record your assets, including land and income property, stocks and bonds, automobiles, furniture and fixtures, savings accounts, and other assets that do not affect checkbook records.

To add savings or investment records, follow these steps:

1. Select option (2) ADD SAVINGS AND INVESTMENTS from the PRE-STATEMENT MAINTENANCE menu by pressing 2 (see section 7.2 for instructions to display this menu).

   The following prompt will appear:

   ```
   ENTER A/C# TO DEBIT FOR
   INTEREST OR INVESTMENT
   ```

2. Refer to your Chart of Accounts for the correct account number, then type the number. For example, to enter savings, type 5 (Savings Account-1). The following prompt will appear after you enter a valid number:

   ```
   ENTER AMOUNT OF INVESTMENT OR INTEREST
   ```

3. If you are using this option for the first time, type the present value of your savings or investment. Thereafter, type the amount of interest (or other increase in value) and press RETURN. DO NOT USE DOLLAR SIGNS OR COMMAS. For example, if you have received $100.00 interest from Savings Account-1, type 100 and press RETURN. The following prompt will appear:

   ```
   ENTER INCOME A/C#
   TO CREDIT FOR INCOME EARNED
   ```

4. Refer to your Chart of Accounts for the correct number of the income or equity account to credit for the asset, then type the number. (If you enter the number of an account that cannot be credited for the asset, the program will continue to prompt for the account number to credit.) For example, to credit your savings account, you might type 51 (Salary-1). Assuming that you loaded your Chart of Accounts, the following will appear on the screen:

```
5 SAVINGS                          $100.00
   51 SALARY-1                         $100.00

IS THIS ENTRY CORRECT (Y/N) OR (H)ELP?
```

5. If the entry is correct, press Y, and the prompt to enter interest or investment will appear.

   If the entry is not correct, press N and you can enter the data correctly.

   The (H)elp Key provides a convenient way for you to make sure that the account and sub-category numbers you enter were the ones you wanted. When you select the HELP option by pressing H, the following prompt appears:

```
ENTER ACCOUNT #  &  SUB/CATEGORY
```

   Type the account number (if you type a single-digit number you must press RETURN to go on) then type the sub-category number. If you typed the numbers of an account that is on your Chart, the name of the account will appear as in the following example:

```
21-1   COLLEGE LOAN
```

   or you might see:

```
01-8 IS NOT A VALID ACCOUNT #
```

   meaning that the numbers you entered do not correspond to any account currently in your Chart of Accounts.

   Press any key to return to the data entry screen.

   Note that you must first load your Chart of Accounts file before the HELP key will work.

6. When you finish adding loans, enter 00 when the prompt to ENTER A/C# TO DEBIT FOR ASSET PURCHASED appears. The PRE-STATEMENT MAINTENANCE menu will appear. Remember to save your Net Worth Statement on disk before you end your session.

7.2.3 Add Credit Card

We recommend that you use the CHECKBOOK MAINTENANCE program to handle all your credit card transanctions; however, you can use this option if you prefer. The only times you will need to use this option are the first time you use the COLOR ACCOUNTANT and whenever you receive your first statement from a new credit card. For example, if your credit card statement says that you charged $125.00 at a restaurant, use this option to assign the accounts to debit and credit your credit card purchase before you make the payment.

To add a credit card follow these steps:

1. Select option (3) ADD CREDIT CARD from the PRE-STATEMENT MAINTENANCE menu by pressing 3 (see section 7.2 for instructions to display this menu).

   The following prompt will appear:

   ```
   ENTER ASSET OR EXPENSE A/C# TO DEBIT
     FOR CREDIT CARD PURCHASE
   ```

2. Refer to your Chart of Accounts for the correct account number, then type the number. For example, if you charged $125.00 to a restaurant, type 68 (Outside Eating). The following prompt will appear:

   ```
   ENTER CREDIT CARD PURCHASE AMOUNT
   ```

3. Type the amount of the purchase and press RETURN. DO NOT USE DOLLAR SIGNS OR COMMAS. For example, if the amount is $125.00, type 125 and press RETURN. The following prompt will appear:

   ```
   ENTER CREDIT CARD LIABILITY ACCOUNT
   ```

4. Refer to your Chart of Accounts for the correct account number, then type the number. Following our example, you might type 21 (Accounts Payable-1) and press RETURN. Assuming that you loaded your Chart of Accounts, the following will appear on the screen:

   ```
   68 OUTSIDE EATING                $125.00
      21 ACCOUNTS PAYABLE-1            $125.00

   IS THIS ENTRY CORRECT (Y/N) OR (H)ELP?
   ```

5. If the entry is correct, press Y, and the prompt to enter the debit account for another credit card purchase will appear.

   If the entry is not correct, press N and you can enter the data correctly.

   The (H)elp Key provides a convenient way for you to make sure that the account and sub-category numbers you enter were the ones you wanted. When you select the HELP option by pressing H, the following prompt appears:

   ENTER ACCOUNT # & SUB/CATEGORY

   Type the account number (if you type a single-digit number you must press RETURN to go on) then type the sub-category number. If you typed the numbers of an account that is on your Chart, the name of the account will appear as in the following example:

   21-1 COLLEGE LOAN

   or you might see:

   01-8 IS NOT A VALID ACCOUNT #

   meaning that the numbers you entered do not correspond to any account currently in your Chart of Accounts.

   Press any key to return to the data entry screen.

   Note that you must first load your Chart of Accounts file before the HELP key will work.

6. When you finish adding credit cards, enter 00 when the prompt to ENTER ASSET OR EXPENSE A/C TO DEBIT FOR CREDIT CARD PURCHASE appears. The PRE-STATEMENT MAINTENANCE menu will appear. Remember to save your Net Worth Statement on disk before you end your session.

7.2.4 Debit/Credit Other

We have included this option so you can make entries other than loans, savings, investments, or credit cards. If you have a sound understanding of basic accounting and the difference between debits and credits, this option is very easy to use and is a simplified version of the other PRE-STATEMENT MAINTENANCE options. To use this option, follow these steps:

1. Select option (4) DEBIT/CREDIT OTHER from the PRE-STATEMENT MAINTENANCE menu by pressing 4 (see section 7.2 for instructions to display this menu). The following prompt will appear:

   ENTER A/C# TO DEBIT

2. Refer to your Chart of Accounts for the correct account number, then type the number. For example, to record depreciation on your car, you would enter 89 (which you set up as Depreciation Expense in your Chart of Accounts). The following prompt will appear:

   ENTER AMOUNT

3. Type the amount and press RETURN. DO NOT USE DOLLAR SIGNS OR COMMAS. For example, if your car depreciated $2,000.00, type 2000 and press RETURN. The following prompt will appear:

   ENTER A/C# TO CREDIT

4. Refer to your Chart of Accounts for the correct account number. For example, to credit car depreciation, you would enter 17 (Automobile). Assuming that you loaded your Chart of Accounts, the following will appear on the screen:

   ```
   89 DEPRECIATION EXPENSE          $2000.00
     17 AUTOMOBILE                    $2000.00

   IS THIS ENTRY CORRECT (Y/N) OR (H)ELP?
   ```

5. If the entry is correct, press Y, and the prompt to enter the debit account will appear.

   If the entry is not correct, press N and you can enter the data correctly.

   The (H)elp Key provides a convenient way for you to make sure that the account and sub-category numbers you enter were the ones you wanted. When you select the HELP option by pressing H, the following prompt appears:

   ENTER ACCOUNT # & SUB/CATEGORY

   Type the account number (if you type a single-digit number you must press RETURN to go on) then type the sub-category number. If you typed the numbers of an account that is on your Chart, the name of the account will appear as in the following example:

   21-1 COLLEGE LOAN

   or you might see:

   01-8 IS NOT A VALID ACCOUNT #

   meaning that the numbers you entered do not correspond to any account currently in your Chart of Accounts.

   Press any key to return to the data entry screen.

   Note that you must first load your Chart of Accounts file before the HELP key will work.

6. When you finish adding accounts, enter 00 when the prompt to ENTER A/C TO DEBIT appears. The PRE-STATEMENT MAINTENANCE menu will appear. Remember to save your Net Worth Statement on disk before you end your session.

7.3 Print Net Worth Statement

Using this option, you can print a copy of your Net Worth Statement on your screen or to your printer. (Turn to the Appendix for a sample of the Net Worth Statement.) To print your Net Worth Statement, follow these steps:

1. Run the NET WORTH/INCOME EXPENSE program (see section 1.3 for instructions).

2. Load all necessary files (see section 7.1 for instructions).

3. Select option (3) PRINT NET WORTH STATEMENT from the program menu by pressing 3. The following menu will appear:

   (1) PRINT TO SCREEN
   (2) PRINT TO PRINTER
   (3) RETURN TO MAIN MENU

4. If you select option 1, the first page of the Net Worth Statement will appear on the screen. Press RETURN to display the next page, or press M to return to the program menu. When you have displayed the entire statement, the printer menu will appear.

5. Before you select 2, be sure your printer is connected and the power is on. As soon as you press 2, your Net Worth Statement will start to print. When it is finished, the printer menu will appear.

6. Before you end your session, you should save your Net Worth Statement.

7.4 Print Income/Expense Statement

Using this option, you can print a copy of your Income/Expense Statement on your screen or to your printer. (Turn to the Appendix for a sample of the Income/Expense Statement.) To print your Income/Expense Statement, follow these steps:

1. Run the NET WORTH/INCOME EXPENSE program (see section 1.3 for instructions).

2. Load all necessary files (see section 7.1 for instructions).

3. Select option (4) PRINT INCOME/EXPENSE STATEMENT from the program menu by pressing 4. The following menu will appear:

   (1) PRINT TO SCREEN
   (2) PRINT TO PRINTER
   (3) RETURN TO MAIN MENU

4. If you select option 1, the first page of the Income Expense Statement will appear on the screen. Press any key to display the next page. When you have displayed the entire statement, the printer menu will appear.

5. Before you select 2, be sure your printer is connected and the power is on. As soon as you press 2, your Income/Expense Statement will start to print. When it is finished, the printer menu will appear.

6. Before you end your session, you should save your Income/Expense Statement.

7.5 End Net Worth/Income Expense Processing

When you finish processing your Net Worth and Income/Expense Statements, you have two choices:

1. End your session with the COLOR ACCOUNTANT, or;

2. Continue processing with another program.

In either case, before you end your session with the NET WORTH/INCOME EXPENSE program. follow these steps:

1. Save the Income and Net Worth Statements (see section 7.1, steps 16 through 23 for instructions).

2. Insert the COLOR ACCOUNTANT program disk in the storage device.

3. Select option (5) END THIS JOB from the program menu.

4. Select the next program you want to run from the COLOR ACCOUNTANT menu, or remove the program disk and turn the computer off.

BUDGET ANALYSIS
FOR THE MONTH ENDED 01/31/83

ACCOUNT	BUDGETED AMOUNT	ACTUAL AMOUNTS	OVER/UNDER BUDGET
2	0.00	1103.05	1103.05
10	1000.00	500.00	-500.00
16	250.00	200.23	-49.77
31	0.00	300.00	300.00
51	0.00	2000.00	2000.00
55	0.00	2.00	2.00
61	150.00	125.76	-24.24
63	200.00	100.00	-100.00
64	50.00	77.90	27.90
67	200.00	250.00	50.00
68	100.00	51.46	-48.54
69	100.00	40.00	-60.00
75	75.00	100.00	25.00
79	200.00	150.00	-50.00
84	50.00	75.00	25.00
85	25.00	25.00	0.00
86	5.00	2.60	-2.40

ASSETS BUDGETED = 1250
ASSETS ACTUAL = 1803.28
LIABILITIES BUDGETED = 0
LIABILITIES ACTUAL = 300
INCOME BUDGETED = 0
INCOME ACTUAL = 2002
EXPENSES BUDGETED = 1155
EXPENSES ACTUAL = 997.72

TOTAL # ACCOUNTS OVER BUDGET = 8

TOTAL # ACCOUNTS UNDER BUDGET = 8

BUDGETED	ACCOUNT#			ACCOUNT NAME			BUDGETED
ACTUAL	CHECK#	ACCOUNT#	SUB/CAT#	DATE	DESCRIPTION		ACTUAL
	10			STOCKS & BONDS			1000.00
	P101	10	0	01/02/83	-----E F HUTTON		500.00
					1000.00	500.00	-500.00
	16			FURNITURE & FIXTURES			250.00
	16			-- ***NO AMOUNTS SPENT***			
					250.00	0.00	-250.00
	31			CAR LOAN OUTSTANDING			
	31			-- **NO AMOUNT BUDGETED**			
	P103	31	0	01/01/83	-----CCB-CAR LOAN		300.00
					0.00	300.00	300.00
	55			INTEREST INCOME			
	55			-- **NO AMOUNT BUDGETED**			
	+DIN	55	0	01/24/83	-----INTEREST		1.00
					0.00	1.00	1.00
	61			FOOD			150.00
	61			-- ***NO AMOUNTS SPENT***			
					150.00	0.00	-150.00
	63			GAS - OIL - ELECTRICITY			200.00
	P105 T	63	0	01/05/83	-----EXXON		100.00
					200.00	100.00	-100.00
	64			TELEPHONE			50.00
	64			-- ***NO AMOUNTS SPENT***			
					50.00	0.00	-50.00
	67			INSURANCE			200.00
	P106	67	0	01/06/83	-----BC/BS		250.00
					200.00	250.00	50.00
	68			OUTSIDE EATING			100.00
	114	68	0	01/16/83	-----BURGER KING		5.90
					100.00	5.90	-94.10
	69			VACATION			100.00
	69			-- ***NO AMOUNTS SPENT***			
					100.00	0.00	-10[illegible]
	75			LESSONS-CLUBS-HOBBIES			75.00

STATEMENT OF NET WORTH

AS OF 01/31/83

ASSETS		LIABILITIES	
CASH - CHECKING ACCOUNT 1	1103.05	MORTGAGE OUTSTANDING	79400.00
STOCKS & BONDS	25500.00	CAR LOAN OUTSTANDING	15700.00
HOME	150000.00		
FURNITURE & FIXTURES	48200.23		
AUTOMOBILES	22000.00		
		TOTAL LIABILITIES	95100.00
		NET WORTH	
		NET INCOME THIS YEAR	2704.28
		NET WORTH	148999.00
TOTAL ASSETS	246803.28	TOTAL NET WORTH	151703.28
		TOTAL NET WORTH & LIABILITIES	246803.28

STATEMENT OF INCOME & EXPENSES
FOR THE PERIOD ENDED 01/31/83

INCOME

SALARY - 1	2000.00
SALARY - 2	1500.00
INTEREST INCOME	2.00
DIVIDEND INCOME	200.00
TOTAL INCOME	3702.00

EXPENSES

FOOD	125.76
GAS - OIL - ELECTRICITY	100.00
TELEPHONE	77.90
INSURANCE	250.00
OUTSIDE EATING	51.46
VACATION	40.00
LESSONS-CLUBS-HOBBIES	100.00
CHARITABLE CONTRIBUTIONS	150.00
MEDICAL & DENTAL BILLS	75.00
DRUGS	25.00
BANK CHARGES	2.60
TOTAL EXPENSES	997.72

NET INCOME	2704.28

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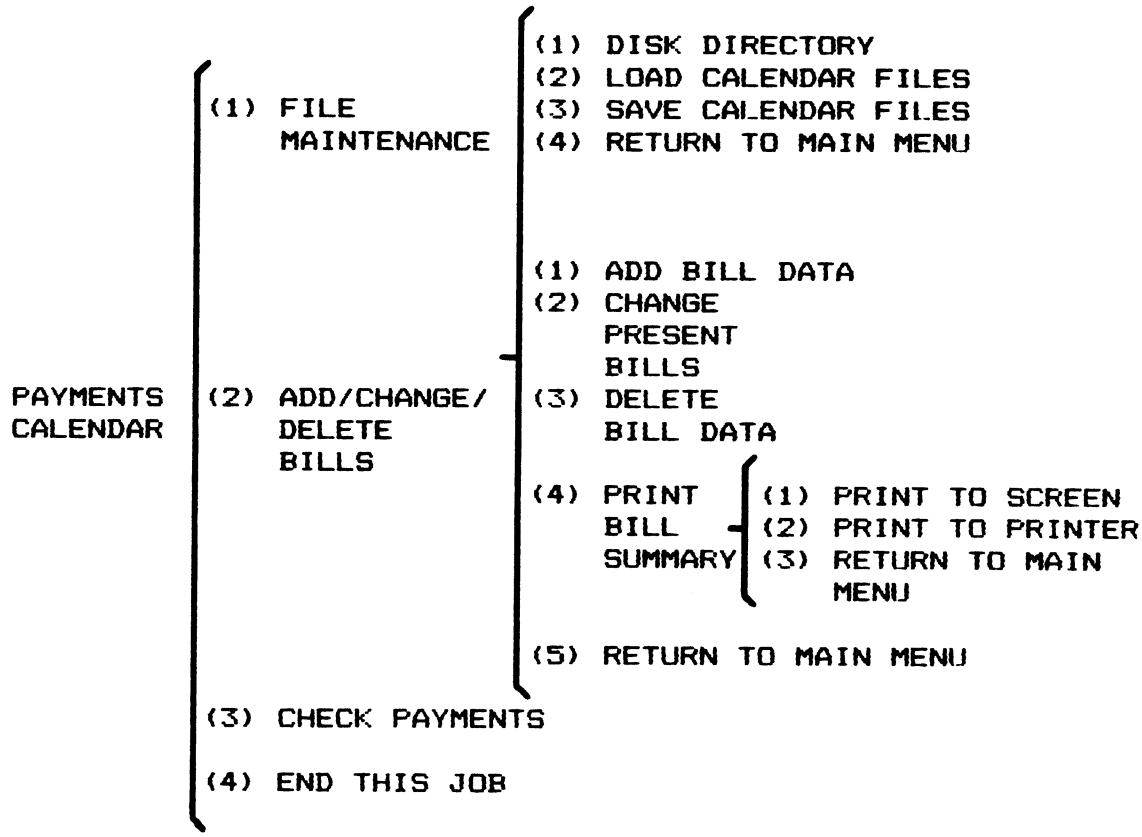
Disk #3


PAYMENTS CALENDAR
(1) FILE MAINTENANCE
(1) DISK DIRECTORY
(2) LOAD CALENDAR FILES
(3) SAVE CALENDAR FILES
(4) RETURN TO MAIN MENU
(2) ADD/CHANGE/ DELETE BILLS
(1) ADD BILL DATA
(2) CHANGE PRESENT BILLS
(3) DELETE BILL DATA
(4) PRINT BILL SUMMARY
(1) PRINT TO SCREEN
(2) PRINT TO PRINTER
(3) RETURN TO MAIN MENU
(5) RETURN TO MAIN MENU
(3) CHECK PAYMENTS
(4) END THIS JOB

8.0 Payments Calendar

The PAYMENTS CALENDAR program helps you keep track of payments you have during the month. The most commonly used options of this program are FILE MAINTENANCE and the options that let you add, change, delete, or inquire about bills due.

To use the PAYMENTS CALENDAR, refer to the instructions in section 1.3. The program menu will display the following options:

(1) FILE MAINTENANCE - Use this option every time you run this program to load and save your Payments Calendar files. You can also use this option to display a disk directory.

(2) ADD/CHANGE/DELETE BILLS - You will use this option the first time you run this program to create your Payments Calendar. This option also lets you add, change, or delete bill data at any time.

(3) CHECK PAYMENTS - This option displays a list of all your payments for any month.

(4) END THIS JOB - This option returns you to the COLOR ACCOUNTANT menu.

Each of these options is discussed in detail in sections 8.1 though 8.4.

8.1 File Maintenance

Every time you use the PAYMENTS CALENDAR program, you must use the FILE MAINTENANCE option at the beginning of your session to load your Calendar files and at the end of your session to record your changes on disk or cassette. (If you are using this program for the first time, refer to section 8.2). The steps for loading and saving your Calendar files are the same as they are throughout the COLOR ACCOUNTANT system, but for your convenience, they are presented in sections 8.1.1 and 8.1.2.

8.1.1 Load Calendar File

To load your Calendar file for the PAYMENTS CALENDAR program, follow these steps:

1. Run the PAYMENTS CALENDAR program (see section 1.3 for instructions).

2. Select option (1) FILE MAINTENANCE from the PAYMENTS CALENDAR menu by pressing 1. The following menu will appear:

   (1) DISK DIRECTORY
   (2) LOAD CALENDAR FILE
   (3) SAVE CALENDAR FILE
   (4) RETURN TO MAIN MENU

3. Press 2, and insert the disk on which you store your Calendar files in the storage device, then press any key. The PAYMENTS CALENDAR menu will appear.

4. Select any option to continue.

8.1.2 Save Calendar Files

If you add, change, or delete payment records in your Calendar file, you must use this option to save those changes on disk. To save your Calendar file, follow these steps:

1. Select option (1) FILE MAINTENANCE from the PAYMENTS CALENDAR menu by pressing 1. The following menu will appear:

   (1) DISK DIRECTORY
   (2) LOAD CALENDAR FILE
   (3) SAVE CALENDAR FILE
   (4) RETURN TO MAIN MENU

2. Press 2, and insert the disk on which you store your Payments files in the storage device, then press any key. If you have already saved the Payments Calendar on the disk in the storage device, the following message will appear:

   CALBILLS FILE ALREADY EXISTS ON THE DISK

   SAVE FILE: (Y)ES (N)O (M)ENU

   If you press Y, the new Payments Calendar will replace the one currently on the disk (or you could insert another disk and save the file there). If you press N or M, the program menu will appear. You can then continue processing by selecting any option from the menu.

8.2 Add/Change/Delete Payments

The first time you use the PAYMENTS CALENDAR program, you can use this option to create your Payments Calendar. And at any time, you can add, change, delete, or print bill data records with this option.

To add, change, delete, or print payments records, follow these steps:

1. Run the PAYMENTS CALENDAR program (see section 1.3 for instructions).

2. Load your Payments Calendar files from disk (see section 8.1.1 for instructions. If you are using this program for the first time, ignore this step).

3. Select option (2) ADD/CHANGE/DELETE PAYMENTS from the PAYMENTS CALENDAR menu by pressing 2. The following menu will appear:

```
(1) ADD BILL DATA
(2) CHANGE PRESENT BILLS
(3) DELETE BILL DATA
(4) PRINT BILL SUMMARY
(5) RETURN TO MAIN MENU
```

These options are discussed in detail in sections 8.2.1 through 8.2.4.

8.2.1 Add Bills

When you select option (1) ADD BILL DATA from the ADD/CHANGE/DELETE PAYMENTS menu, the following display will appear:

ENTER NAME OF BILL

Add payments as follows:

1. Type the description of the bill. For example, for a credit card bill, you might type VISA, then press RETURN. The cursor will move below the following prompt:

   ENTER AMOUNT OF BILL

2. Type the amount of the bill, then press RETURN. DO NOT USE DOLLAR SIGNS OR COMMAS. The cursor will move below the following prompt:

   MONTH DUE (1-12 OR 99)

3. Type the number that corresponds to the month the bill is due. For example, if your payment is due in March, type 03. If the bill occurs every month, enter 99. The cursor will move below the following prompt:

   ENTER DUE DATE (1-EOM)

4. You may enter any number from 1 to the last day of the month. The highest number you can enter depends on the month. For example, if the month is 06 (June, with 30 days), the program will not accept 31. The cursor will not advance until you enter a valid day. The following prompt will appear at the bottom of the screen:

   ENTER A/C# FOR THIS BILL

5. Type the number of the account in your Chart of Accounts to which you want to code the bill. After you enter the number, the following prompt will appear:

PAYMENTS CALENDAR

ENTER MORE BILLS (Y/N)?

6. If you want to enter another payment, press Y. If you have finished entering payments, press N, and the ADD/CHANGE/DELETE menu will appear.

7. When you finish adding bill data, return to the PAYMENTS CALENDAR menu and save your Payments Calendar file on disk (see section 8.1.2 for instructions).

8.2.2 Change Bills

When you select option (3) CHANGE PRESENT BILLS from the ADD/ CHANGE/DELETE menu, the following prompt appears on the screen:

ENTER BILL TO CHANGE

To determine the name of the bill, refer to your Bill Summary (see section 8.2.4 for instructions on printing the Summary).

If you enter a name that is not in the file, check the name and enter it again. The screen will display the bill record as in the following example:

A/C#	BILL NAME	AMOUNT	DUE DATE
21	DINERSCL	$19.16	11/2

NEW BILL AMOUNT

You can then enter your changes as follows:

1. Type the new amount of the bill and press RETURN. DO NOT USE DOLLAR SIGNS OR COMMAS. For example, enter $1,002.97 as 1002.97. After you press RETURN the following prompt will appear:

   NEW BILL MONTH (1-12 OR 99)

2. Type the month the payment is due. For example, for May, type 05, then press RETURN. The cursor will move below the following prompt:

   NEW DUE DAY (1-EOM)

3. Type the new due date, then press RETURN. For example, if the bill is due on April 15, type 15 then press RETURN. The following prompt will appear:

   NEW A/C# FOR THIS BILL

4. Refer to your Chart of Accounts for the correct account number, then type the number. If you type a single-digit number, the cursor will not advance until you press RETURN. After you enter the account number, the ADD/CHANGE DELETE PAYMENTS menu will appear. Remember to save your changes on a file disk.

8.2.3 Delete Bills

When you select option (2) DELETE BILL DATA from the ADD/CHANGE DELETE PAYMENTS menu, the following prompt will appear:

ENTER NAME OF BILL

Refer to a copy of your Bill Summary (see section 8.2.4 for instructions on printing the Summary). To delete any bill record, follow these steps:

1. Enter the name of the bill you want to delete, then press RETURN. The message "NAME IS NOW BEING DELETED" will appear, then the ADD/CHANGE/DELETE menu will appear.

2. When you finish deleting bill records, return to the PAYMENTS CALENDAR menu and save your Payments Calendar on disk (see section 8.1.2 for instructions).

8.2.4 Print Bill Summary

This option lets you print your Payments Calendar file either to the screen or to a printer (turn to the appendix for a sample of this report). When you select option (4) PRINT BILL SUMMARY from the ADD/CHANGE/DELETE menu, the following menu will appear:

(1) PRINT TO SCREEN
(2) PRINT TO PRINTER
(3) RETURN TO PRIOR MENU

Press 1 to display the Summary on the screen. The first page of the Summary will appear. Press any key to display the next page. After the entire Summary has been displayed, the ADD/CHANGE/DELETE menu will appear.

Press 2 to print the Summary on your printer. Be sure that your printer is connected to the computer and the power is on.

8.3 Check Payments

The PAYMENTS CALENDAR program lets you check your payments quickly for any month by displaying them on your screen or printing them to your printer with a calendar for the month. On the screen, the days bills are due are highlighted. To check the bills you have due, follow these steps:

1. Run the PAYMENTS CALENDAR program (see section 1.3 for instructions).

2. Load your Payments Calendar files from disk (see section 8.1.1 for instructions).

3. Select option (3) CHECK PAYMENTS from the PAYMENTS CALENDAR menu by pressing 3. The following prompt will appear:

   ENTER DATE (MM/YYYY)

4. Type the month and year for which you want to check payments. For example, to check September bills due, type 09/1983 (be sure to include the "/" between the month and the year). The following menu will appear:

   1 PRINT TO SCREEN
   2 PRINT TO PRINTER
   3 RETURN TO PRIOR MENU

   If you select 3, the program menu will appear.

   If you select 1, to display your bills on the screen, or 2, to print your bills to the printer, a calendar for the month will appear on the screen with the following prompt:

   BILLS DAY TO DAY (DD/DD)

5. Enter the first and last days for which you want to check bills due. For example, if you want to check bills due from the first through the fifteenth,

enter 01/15. If you have any bills due during that period, a list similar to the following will appear under the calendar:

DATE	DESCRIPTION
02	WATER AND SEW.
11	HOME MORTGAGE
11	LIFE INSURANCE
15	CAR PAYMENT

6. Press any key. If you have any more bills due, they will appear on the screen. The PAYMENTS CALENDAR menu will appear after you have displayed all your bills for the period.

8.4 End Payments Processing

When you finish your PAYMENTS CALENDAR session, you have two options:

1. End your session with the COLOR ACCOUNTANT, or;

2. Continue processing with another program.

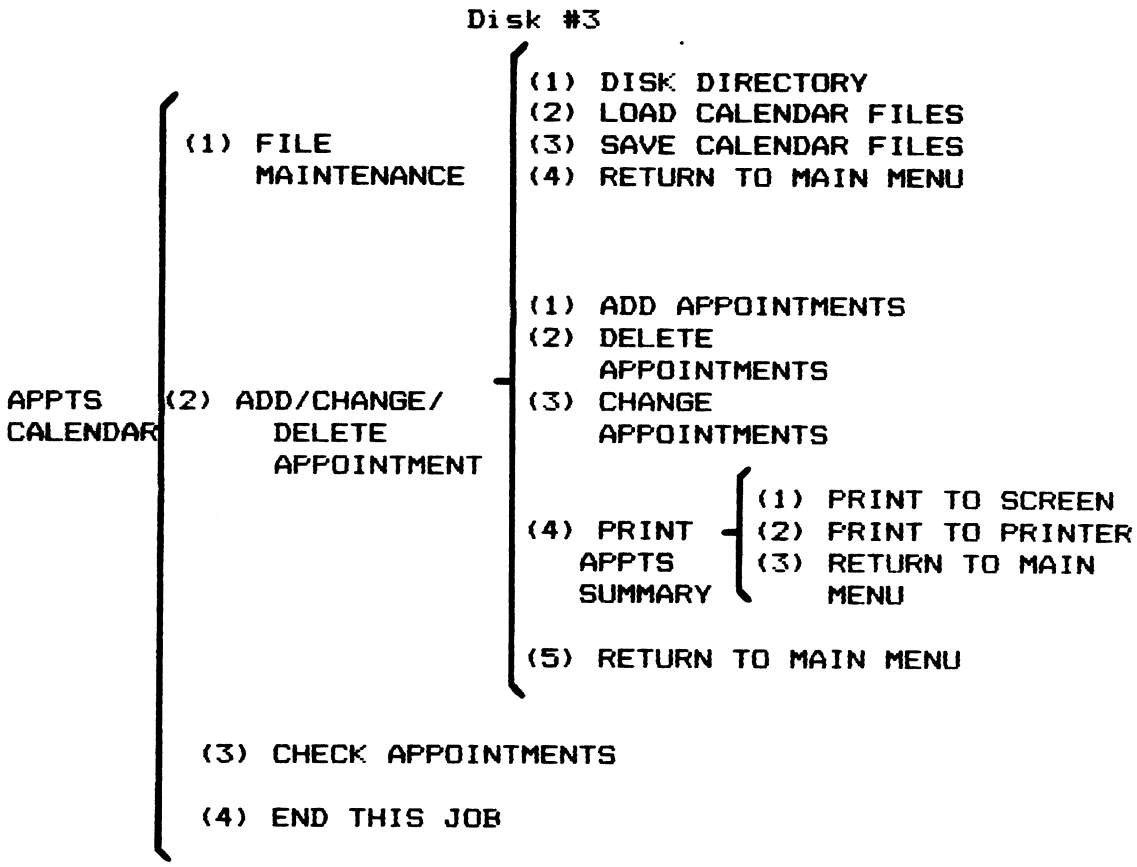
In either case, before you end your session with the PAYMENTS CALENDAR program, follow these steps:

1. Save the Payments Calendar file (see section 8.1.2 for instructions).

2. Insert the COLOR ACCOUNTANT program disk in the storage device.

3. Select option (4) END THIS JOB by pressing 4.

4. Select the next program you want to run from the COLOR ACCOUNTANT menu, or remove the program disk and turn off the computer.


Disk #3
APPTS CALENDAR
(1) FILE MAINTENANCE
(1) DISK DIRECTORY
(2) LOAD CALENDAR FILES
(3) SAVE CALENDAR FILES
(4) RETURN TO MAIN MENU
(2) ADD/CHANGE/ DELETE APPOINTMENT
(1) ADD APPOINTMENTS
(2) DELETE APPOINTMENTS
(3) CHANGE APPOINTMENTS
(4) PRINT APPTS SUMMARY
(1) PRINT TO SCREEN
(2) PRINT TO PRINTER
(3) RETURN TO MAIN MENU
(5) RETURN TO MAIN MENU
(3) CHECK APPOINTMENTS
(4) END THIS JOB

9.0 Appointments Calendar

The APPOINTMENTS CALENDAR program helps you keep track of appointments you have during the month. The most commonly used options of this program are FILE MAINTENANCE and the options that let you add, change, delete, or inquire about appointmnts.

To use the APPOINTMENTS CALENDAR, refer to the instructions in section 1.3. The program menu will display the following options:

(1) FILE MAINTENANCE MENU - Use this option everytime you run this program to load and save your Appointments Calendar files. You can also use this option to format a file disk or to display a disk directory.

(2) ADD/CHANGE/DELETE APPOINTMENT - You will use this option the first time you run this program to create your Appointments Calendar. This option also lets you add, change, or delete appointments at any time.

(3) CHECK APPOINTMENTS - This option displays a list of all your appointments for any month.

(4) END THIS JOB - This option returns you to the COLOR ACCOUNTANT menu.

Each of these options is discussed in detail in sections 9.1 though 9.4.

9.1 File Maintenance

Every time you use the APPOINTMENTS CALENDAR program, you must use the FILE MAINTENANCE option at the beginning of your session to load your Calendar files and at the end of your session to record your changes on disk. (if you are using this program for the first time, refer to section 9.2). The steps for loading and saving your Calendar files are the same as they are throughout the COLOR ACCOUNTANT system, but for your convenience, they are presented in sections 9.1.1 and 9.1.2.

9.1.1 Load Calendar File

To load your Calendar file for the APPOINTMENTS CALENDAR program, follow these steps:

1. Run the APPOINTMENTS CALENDAR program (see section 1.3 for instructions).

2. Select option (1) FILE MAINTENANCE from the APPOINTMENTS CALENDAR menu by pressing 1. The following menu will appear:

   (1) DISK DIRECTORY
   (2) LOAD CALENDAR FILE
   (3) SAVE CALENDAR FILE
   (4) RETURN TO MAIN MENU

3. Press 2, and insert the disk on which you store your Calendar files in the storage device, then press any key. The APPOINTMENTS CALENDAR menu will appear.

4. Select any option to continue.

9.1.2 Save Calendar Files

If you add, change, or delete appointment records in your Calendar file, you must use this option to save those changes on disk. To save your Calendar file, follow these steps:

1. Select option (1) FILE MAINTENANCE from the APPOINTMENTS CALENDAR menu by pressing 1. The following menu will appear:

   (1) DISK DIRECTORY
   (2) LOAD APPOINTMENTS CALENDAR
   (3) SAVE APPOINTMENTS CALENDAR
   (4) RETURN TO MAIN MENU

2. Press 3, and insert the disk on which you store your Appointments files in the storage device, then press any key. You may then select any option from the program menu. If you have already saved the Appointments Calendar on the disk in the storage device, the following message will appear:

   CALAPPTS FILE ALREADY EXISTS ON THE DISK

   SAVE FILE: (Y)ES (N)O (M)ENU

   If you press Y, the new Appointments Calendar will replace the one currently on the disk. If you press N or M, the program menu will appear. You can then continue processing by selecting any option from the menu.

9.2 Add/Change/Delete Appointments

The first time you use the APPOINTMENTS CALENDAR program, you can use this option to create your Appointments Calendar. And at any time, you can add, change, delete, or print appointments records with this option.

To add, change, delete, or print appointments records, follow these steps:

1. Run the APPOINTMENTS CALENDAR program (see section 1.3 for instructions).

2. Load your Appointments Calendar files from disk (see section 9.1.1 for instructions. If you are using this program for the first time, ignore this step).

3. Select option (2) ADD/CHANGE/DELETE APPOINTMENTS from the APPOINTMENTS CALENDAR menu by pressing 2. The following menu will appear:

```
(1) ADD APPOINTMENTS
(2) DELETE APPOINTMENTS
(3) CHANGE APPOINTMENTS
(4) PRINT APPOINTMENT SUMMARY
(5) RETURN TO MAIN MENU
```

These options are discussed in detail in sections 9.2.1 through 9.2.4.

9.2.1 Add Appointments

When you select option (1) ADD APPOINTMENTS from the ADD/CHANGE/DELETE APPOINTMENTS menu, the following prompt will appear:

ENTER APPOINTMENT MONTH (1-12 OR 99)

Add appointments as follows:

1. Type the number that corresponds to the month of the appointment. For example, for June, type 06. If you enter 99, the appointment will be recorded for every month. The cursor will not advance if you do not enter a valid number. After you enter the month, the following prompt will appear:

   ENTER APPOINTMENT DAY (1-EOM)

2. Enter the day of the appointment. The day may be any number from 1 to the last day of the month. The highest number you can enter depends on the month. For example, if the month is 06 (June, with 30 days), the program will not accept 31. The cursor will not advance until you enter a valid day. After you enter the day, the following prompt will appear:

   ENTER APPOINTMENT INFORMATION

3. Type appointment information then press RETURN. You may type anything you wish (DR. ADAMS AT 9:30, for example) as long as the description is no longer than 24 characters.

   The following prompt will appear:

   ENTER ANY MORE APPOINTMENTS (Y/N)?

4. If you want to enter another appointment, press Y. If you have finished entering appointments, press N, and the ADD/CHANGE/DELETE menu will appear.

5. When you finish adding appointments, return to the APPOINTMENTS CALENDAR menu and save your Appointments Calendar file on disk (see section 9.1.2 for instructions).

9.2.2 Delete Appointments

When you select option (2) DELETE APPOINTMENTS from the ADD/CHANGE DELETE APPOINTMENTS menu, the following prompt will appear:

ENTER APPOINTMENT NUMBER

To determine the appointment number, refer to a copy of your Appointment Summary (see section 9.2.4 for instructions on printing the Summary). To delete any appointment, follow these steps:

1. Enter the number of the appointment you want to delete, then press RETURN. The message "NO.# IS NOW BEING DELETED" will appear, then the ADD/CHANGE/DELETE menu will appear.

2. When you finish deleting appointment records, return to the APPOINTMENTS CALENDAR menu and save your Appointments Calendar on disk (see section 9.1.2 for instructions).

9.2.3 Change Appointments

When you select option (3) CHANGE APPOINTMENTS from the ADD/ CHANGE/DELETE menu, the following prompt appears on the screen:

```
APPOINTMENT NUMBER TO CHANGE
```

To determine the appointment number, refer to your Appointment Summary (see section 9.2.4 for instructions on printing the Summary).

If you enter a number that is not in the file, check the number and enter it again. The screen will display the appointment as in the following example:

```
ITEM #      DATE        DESCRIPTION
  2         2/1         SALES MEETING REPORT DUE
    NEW APPOINTMENT MONTH
```

You can then enter your changes as follows:

1. Type the appointment month or retype the old one, then press RETURN. The cursor will move below the following prompt:

   ```
   NEW APPOINTMENT DAY
   ```

2. Type the new appointment day or retype the old day, then press RETURN. The cursor will move below the following prompt:

   ```
   NEW APPOINTMENT
   ```

3. Type the new appointment information or retype the old information, then press RETURN. The ADD/CHANGE/DELETE APPOINTMENTS menu will appear.

4. When you have made all your changes, remember to save your changes on disk (see section 9.1.2 for instructions).

9.2.4 Print Appointment Summary

This option lets you print your Appointments Calendar file either to the screen or to a printer (turn to the appendix for a sample of the Appointments Summary). When you select option (4) PRINT APPOINTMENT SUMMARY from the ADD/CHANGE/DELETE menu, the following menu will appear:

(1) PRINT TO SCREEN
(2) PRINT TO PRINTER
(3) RETURN TO PRIOR MENU

Press 1 to display the Summary on the screen. The first page of the Summary will appear. Press any key to display the next page. After the entire Summary has been displayed, the ADD/CHANGE/DELETE menu will appear.

Press 2 to print the Summary on your printer. Be sure that your printer is connected to the computer and the power is on.

9.3 Check Appointments

The APPOINTMENTS CALENDAR program lets you check your appointments quickly for any month by displaying them on your screen with a calendar for the month. To check your appointments, follow these steps:

1. Run the APPOINTMENTS CALENDAR program (see section 1.3 for instructions).

2. Load your Check Calendar files from disk (see section 9.1.1 for instructions).

3. Select option (3) CHECK APPOINTMENTS from the APPOINTMENTS CALENDAR menu by pressing 3. The following prompt will appear:

   ENTER DATE (MM/YYYY)

4. Type the month and year for which you want to check appointments (be sure to include the "/" between the month and the year). For example, to check September appointments, type 09/1983. The following menu will appear:

   1 PRINT TO SCREEN
   2 PRINT TO PRINTER
   3 RETURN TO PRIOR MENU

   If your select 3, the program menu will appear. If you select 1, to display your appointments on the screen, or 2, to print your appointments to the printer, a calendar for the month will appear on the screen with the following prompt:

   APPOINTMENTS DAY TO DAY (DD/DD)

5. Enter the first and last days for which you want to check appointments. For example, if you want to check appointments from the first through the fifteenth, enter 01/15. If you have any appointments for that

period, a list similar to the following will appear under the calendar:

DATE	DESCRIPTION
03	DOCTOR AT 10:30
07	INTERVIEW SECRETARY
07	CALL INS. ADJUSTER
07	MEETING W/ ACCT

6. Press any key. If you have any more appointments, they will appear on the screen. The APPOINTMENTS CALENDAR menu will appear after you have displayed all your appointments for the period. The days on which you have appointments are highlighted on the screen.

9.4 End Appointments Processing

When you finish your APPOINTMENTS CALENDAR session, you have two options:

1. End your session with the COLOR ACCOUNTANT, or;

2. Continue processing with another program.

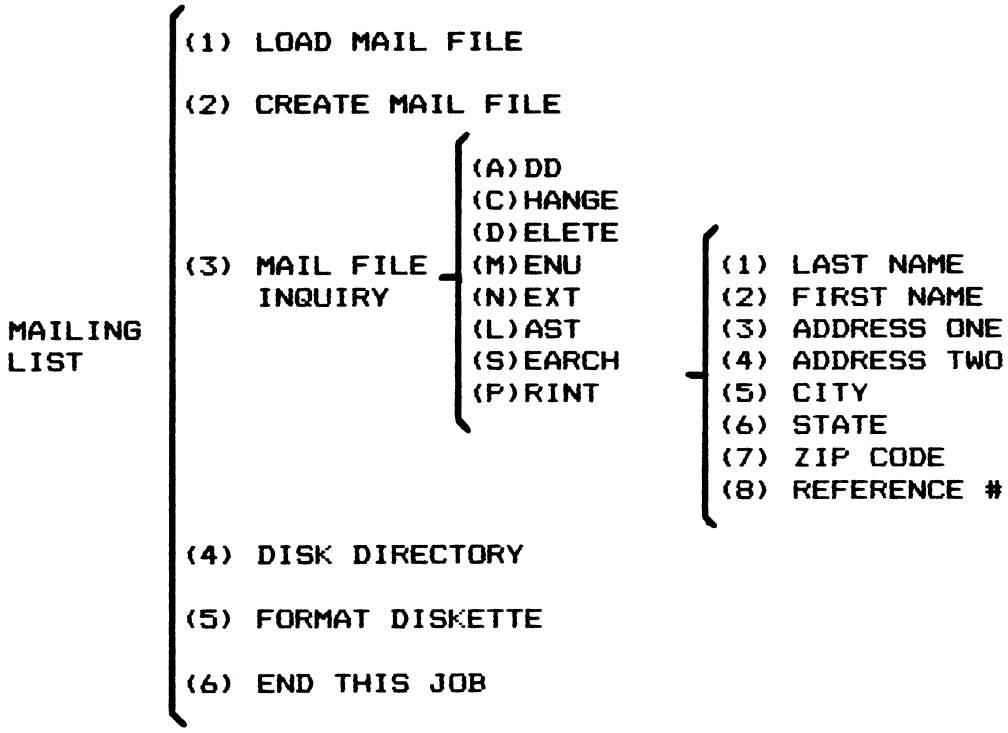
In either case, before you end your session with the APPOINTMENTS CALENDAR program, follow these steps:

1. Save the Appointments Calendar file (see section 9.1.2 for instructions).

2. Insert the COLOR ACCOUNTANT program disk in the storage device.

3. Select option (4) END THIS JOB by pressing 4.

4. Select the next program you want to run from the COLOR ACCOUNTANT menu, or remove the program disk and turn off the computer.


MAILING LIST
(1) LOAD MAIL FILE
(2) CREATE MAIL FILE
(3) MAIL FILE INQUIRY
(A)DD
(C)HANGE
(D)ELETE
(M)ENU
(N)EXT
(L)AST
(S)EARCH
(P)RINT
(1) LAST NAME
(2) FIRST NAME
(3) ADDRESS ONE
(4) ADDRESS TWO
(5) CITY
(6) STATE
(7) ZIP CODE
(8) REFERENCE #
(4) DISK DIRECTORY
(5) FORMAT DISKETTE
(6) END THIS JOB

10.0 Mailing List

This program lets you conveniently store addresses so that you can quickly refer to them or print them on envelopes or labels. When you select the MAILING LIST program from the COLOR ACCOUNTANT menu, a menu with the following options will appear (see section 1.3 for instructions to run this program):

(1) LOAD MAIL FILE - Always use this option first (unless you are using this program for the first time or adding a new Mail file). It loads mail files so you can make changes or print labels.

(2) CREATE MAIL FILE - Disk users must use this option before they can add records to a mail file. It prepares the disk for the mail file.

(3) MAIL FILE INQUIRY - Use this option the first time you use this program or whenever you want to create a new Mail file. This option also lets you add, change, delete, or print any address in your Mail files.

(4) DISK DIRECTORY - Disk users can use this useful option to display a list of all files on your disk.

(5) FORMAT DISKETTE - With this option, you can format a file disk conveniently. CAUTION, this operation deletes all existing files on the disk.

(6) END THIS JOB - This option takes you out of the MAILING LIST program.

The file disks you need to run this program are those on which you keep your Mail files.

10.1 Load Mail List Files

Every time you prepare to process your Mail files, you must first load them from disk or cassette into the computer's memory. (If you are using the MAILING LIST program for the first time, you will have to create your files first with the CREATE MAIL FILE option before you will have any files to load.)

To load your Mail files, follow these steps:

1. Run the MAILING LIST program (see section 1.3 for instructions).

2. Select option (1) LOAD MAIL FILE from the MAIL LIST menu by pressing 1. The following menu will appear:

   NAME OF THIS FILE (MAXIMUM 3 LETTERS)

3. Type the name of the Mail file you want to load. The name can be any combination of letters or numbers as long as it takes no more than 3 characters. If the name is less than 3 characters, press RETURN after you type the name. After you enter the name, the computer will load the file and the program menu will appear.

Note: The program writes each record directly to your disk, so you do not need save Mail files after you add, change, or delete.

10.2 Create Mail File

Before you can enter your Mail file records, you must prepare a disk to receive them. Every time you want to create a new mail file, you must use this option first.

To create a mail file, follow these steps:

1. Select option (2) CREATE MAIL FILE from the MAIL LIST menu by pressing 2. The following prompt will appear:

   ENTER NUMBER OF RECORDS IN THIS FILE
   (MAX FOR FILE)

2. Type the number of addresses that you want this file to contain. You may enter any number up to 700. this number will be the maximum that the program will allow you to add to the file. After you type the number, press RETURN and the following prompt will appear:

   NAME NEW MAIL FILE (MAXIMUM 3 LETTERS)

3. Insert a blank, formatted disk, or a disk on which you are sure there is enough space available for your Mail file. Type any combination of letters or numbers as long as it is no more than 3 characters. If you use less than 3 characters, you must press RETURN to continue. The following message will appear:

   NOW CREATING NEW MAILING LIST

   This message will remain on the screen until the program finishes preparing the disk, then the program menu will appear.

   If you insert a bad disk, or a disk with a write protect tab on it, the following message will appear:

   EITHER WRITE PROTECT TAB OR BAD DISK

   Check the disk, then try again.

4. After the program menu appears, select option 3 to add addresses to the file.

10.3 Mail File Inquiry

You will use this option the first time you run the MAILING LIST program to create your mailing lists, and afterwards to add, change, delete, search, or print records in your files. To perform any of these operations, follow these steps:

1. Run the MAILING LIST program (see section 1.3 for instructions).

2. Load the Mail file you want to process (see section 10.1 for instructions).

3. Select option (3) MAIL FILE INQUIRY from the MAIL LIST menu by pressing 3. (Remember, disk users must first use option (2) CREATE MAIL FILE.) The following display will appear:

```
REC'D #:
  LAST NAME                    FIRST NAME

                    ADDRESS 1

                    ADDRESS 2

  CITY                 STATE       ZIP CODE

REFERENCE #

(A)DD    (C)HANGE    (D)ELETE    (N)EXT
(L)AST   (S)EARCH    (P)RINT     (M)ENU
```

4. Press the bracketed letter of the option you want. Each of these options is discussed in sections 10.3.1 through 10.3.5.

10.3.1 Add to Mailing List

The ADD option of MAIL FILE INQUIRY lets you create mailing lists and add to them whenever necessary. To use this option, follow these steps:

1. Select option (3) MAIL FILE INQUIRY from the MAIL LIST menu by pressing 3. The following display will appear:

```
REC'D #:
  LAST NAME                    FIRST NAME

                      ADDRESS 1

                      ADDRESS 2

  CITY                  STATE        ZIP CODE

REFERENCE #
(A)DD    (C)HANGE    (D)ELETE    (N)EXT
(L)AST   (S)EARCH    (P)RINT     (M)ENU
```

2. Press A. The cursor will move to the LAST NAME field. Type the last name of the addressee, then press RETURN. (When you print the labels, the first name will appear first.) The cursor will move to the FIRST NAME field.

3. Type the first name of the addressee, then press RETURN.

4. Type the first line of the address and press RETURN. You may use up to 30 characters.

5. Type the second line of the address, if any, then press RETURN. Again, you may use up to 30 characters.

6. Type the name of the city and press RETURN. If the name is longer than 26 characters, abbreviate it.

7. Type the standard postal abbreviation for the state and press RETURN.

8. Type the five-digit zip code, then press RETURN.

9. The cursor will move to the REFERENCE# field. Type whatever account number you want for the address you are entering, up to 20 characters long. As an example, if you were entering the address for your electric bill, you might enter your account number. (This number is for your reference only and does not print on labels.) Press RETURN when you finish typing the number. You can then select any option from the bottom of the screen.

ON SCREEN EDITING

As you use the ADD and CHANGE modes, you can move the cursor from one field to another and make any necessary changes easily. To move the cursor back and forth within the record, press the CONTROL key and either the right-arrow key or the left-arrow key at the same time. You are then ready to retype the entry. If you want to erase the entry, press CONTROL-E. If, after you erase an entry, you decide that you want the old entry afterall, simply press CONTROL-S, and the old entry will reappear. Then, to move the cursor to another field, press either CONTROL-RIGHT ARROW or CONTROL-LEFT ARROW.

10.3.2 Change Mailing List Addresses

The change option of MAIL FILE INQUIRY lets you correct any errors in your Mail files. To make changes, simply follow these steps:

1. Select option (3) MAIL FILE INQUIRY from the MAIL LIST menu by pressing 3. The following display will appear:

```
REC'D #: 21
  LAST NAME                    FIRST NAME
   GUMMO                        J. DAVID
                      ADDRESS 1
              P.O. BOX 100
                      ADDRESS 2
              BELLWOOD BLVD.

  CITY                        STATE        ZIP CODE
   NEFFS MILLS                 PA           99999
REFERENCE # 798-1823
(A)DD    (C)HANGE    (D)ELETE    (N)EXT
(L)AST   (S)EARCH    (P)RINT     (M)ENU
```

2. Display the record you want to change by using the NEXT, LAST, or SEARCH option.

3. When the address you want to change appears on the screen, press C. The cursor will move to the LAST NAME field.

4. Use the RETURN key to move the cursor to the entry you want to change, then type your correction and press RETURN.

5. When you have finished making your changes to an address, press RETURN to move the cursor through the REFERENCE # field. Check the address to make sure it is correct, then select the option you want.

NOTE: The CHANGE mode has the same on screen editing features that you used in the ADD mode.

10.3.3 Delete Addresses

The DELETE option of MAIL FILE INQUIRY lets you remove any address from your Mail file. Simply follow these steps to delete any address:

1. Select option (3) MAIL FILE INQUIRY from the MAIL LIST menu by pressing 3. The following display will appear:

```
REC'D #: 21
  LAST NAME                FIRST NAME
   GUMMO                    J. DAVID
                     ADDRESS 1
            P.O. BOX 100
                     ADDRESS 2
            BELLWOOD BLVD.

  CITY                     STATE       ZIP CODE
    NEFFS MILLS             PA          99999
REFERENCE # 782-1234
(A)DD    (C)HANGE    (D)ELETE    (N)EXT
(L)AST   (S)EARCH    (P)RINT     (M)ENU
```

2. Display the record you want to delete by using the NEXT, LAST, or SEARCH option.

3. When the address you want to delete appears on the screen, press D. The next record in the file will appear. The record that was on the screen has been deleted.

4. When you have finished deleting addresses, press M to return to the MAIL LIST menu.

10.3.4 Search Mail List File

You can move from one address to another in your Mail file in several ways. You can move forward and backward through the file with the NEXT and LAST options, or you can move to a particular record quickly by using the SEARCH option. Follow these steps to search through your Mail file:

1. Select option (3) MAIL FILE INQUIRY from the MAIL LIST menu by pressing 3. The following display will appear:

```
REC'D #: 21
  LAST NAME                FIRST NAME
   GUMMO                    J. DAVID
                  ADDRESS 1
          P.O. BOX 100
                  ADDRESS 2
          BELLWOOD BLVD.

  CITY                     STATE       ZIP CODE
   NEFFS MILLS              PA          99999
REFERENCE #782-1234
(A)DD    (C)HANGE    (D)ELETE    (N)EXT
(L)AST   (S)EARCH    (P)RINT     (M)ENU
```

2. Press N to display the next address in the file. Depending on how your file is sorted, the next record might follow alphabetically by address or state, or; it could follow sequentially by account number or Zip Code.

3. Press L to display the record located before the one on the screen.

4. Press S to search for a particular record. The following prompt will appear:

```
WHICH FIELD (1-8) TO SEARCH?
```

Using this option, you can find any record in the file

by searching by any part of the address. Your choices are:

1 LAST NAME
2 FIRST NAME
3 ADDRESS 1
4 ADDRESS 2
5 CITY
6 STATE
7 ZIP CODE
8 REFERENCE #

5. Type the number that corresponds to the field you want to search. The cursor will move to that field.

6. Type the information for which you want to search, then press RETURN. For example, if you decided to search for the address of Smith (1, LAST NAME), you would type SMITH when the cursor moves to the NAME field, then press RETURN. The first occurence of SMITH will appear on the screen.

7. If the address displayed is not the address you were looking for, press RETURN again and the program will search for the next occurence of the item for which you are searching. Using the example of SMITH, the address for David Smith would appear first. Press RETURN until the address for John Smith appears.

   Note: The program will search for all records that contain the sequence you entered. For example, if you are searching for SMITH, you can also find SMITHFIELD, SMITHSON, SMITHY, and so on.

10.3.5 Print Mail File Addresses

This option of MAIL FILE INQUIRY lets you use your printer to print a single address or any part of the Mail file you select. Follow these steps to print addresses:

1. Select option (3) MAIL FILE INQUIRY from the MAIL LIST menu by pressing 3. The following display will appear:

```
REC'D #: 21
  LAST NAME                FIRST NAME
   GUMMO                    J. DAVID
                    ADDRESS 1
            P.O. BOX 100
                    ADDRESS 2
            BELLWOOD BLVD.

  CITY                       STATE       ZIP CODE
REFERENCE # 798-1823
(A)DD    (C)HANGE    (D)ELETE    (N)EXT
(L)AST   (S)EARCH    (P)RINT     (M)ENU
```

2. Press P and the following options will appear at the bottom of the screen (make sure that your printer is properly connected and the power is turned on:

```
(C)URRENT    (F)rom/to    (A)ll
(I)NQUIRY menu   (S)elect from/to
```

3. The addresses the program will print depend on the option you select.

   Press C, and the record currently displayed on the screen will print to the printer.

   Press F, and the following prompt will appear at the top of the screen:

```
PRINT FROM RECORD #
```

   Type the number of the address record at which you want to start to print, then press RETURN.

The following prompt will appear:

PRINT TO RECORD #

Type the number of the last address record you want to print, then press RETURN. This number must be greater than or equal to the number of the record at which you wanted to start printing. For example, if you entered "5" as the number from which you wanted to start to print, you must enter any number equal to or greater than "5" to print to. After you press RETURN, the printer will start to print the addresses.

Press A, and the printer will print all the address records in the file from record number 0 to the last record in the file.

Press S, and the following prompt will appear at the top of the screen:

WHICH FIELD (1-8) TO SELECT?

The fields from which you can select are defined in section 10.3.4, step 4. The fields you will probably want to select most often are 1 (LAST NAME), 5 (CITY), and 6 (STATE). Whatever field you select, type the number of that field, and the cursor will move to that field.

Type the information that defines the first address you want to select to print, then press RETURN. Then type the information that defines the last address you want to print, then press RETURN. For example, if you selected field number 1 (LAST NAME), you might first type B (or a name, such as BROWN), press RETURN, then type M (or a name, such as MARTELLI), and press RETURN again. The printer will print, in alphabetical order, all the records in which the last name falls between B and M.

Press I, and the Inquiry menu will re-appear at the bottom of the screen.

10.4 Disk Directory

This option is useful when you are not sure what files are on a disk, or when you cannot remember the name of the file you want to load. To display the names of all the files on the disk, simply insert the disk you want to list a directory of in the storage device, then select option 4 DISK DIRECTORY from the program menu by pressing 4. The program will then display a list of the files on the disk in the storage device.

10.5 End Mail List Processing

When you have finished processing your Mail List, you have two options:

1. End you COLOR ACOUNTANT session, or;

2. Continue processing with another program.

In either case, you should follow these steps:

1. Insert the COLOR ACCOUNTANT program disk in the storage device.

2. Select option (6) END THIS JOB from the MAIL LIST menu by pressing 6.

3. Select the next program you want to run from the COLOR ACCOUNTANT menu or remove the disk and turn off the computer.

COLOR GRAPH

(1) GRAPH INCOME ACCOUNTS TO TOTAL INCOME

(2) GRAPH EXPENSE ACCOUNTS TO TOTAL EXPENSES

(3) GRAPH ASSET ACCOUNTS TO TOTAL ASSETS

(4) GRAPH LIABILITY ACCOUNTS TO TOTAL LIABILITIES

(5) GRAPH CHECKBOOK ACCOUNTS TO TOTAL FOR MONTH

(6) GRAPH BUDGETED ITEMS TO ACTUAL AMOUNT SPENT

(7) END THIS JOB

11.0 Color Graph

The COLOR GRAPH program displays graphs of any of your financial record files on the screen. When you select option (2) COLOR GRAPH from the COLOR ACCOUNTANT menu, the COLOR GRAPH menu displays the following options:

1 GRAPH INCOME ACCOUNTS
TO TOTAL INCOME
2 GRAPH EXPENSE ACCOUNTS
TO TOTAL EXPENSES
3 GRAPH ASSET ACCOUNTS
TO TOTAL ASSETS
4 GRAPH LIABILITY ACCOUNTS
TO TOTAL LIABILITIES
5 GRAPH CHECKBOOK ACCOUNTS
TO TOTAL FOR MONTH
6 GRAPH BUDGETED ITEMS TO
ACTUAL AMOUNTS SPENT
7 END THIS JOB

To be prepared to produce these graphs, you will need the disks that contain the following files:

Income Expense (for options 1 and 2)
Chart of Accounts (for all options)
Net Worth Statement (for options 3 and 4)
Check Files (for option 5, and 6)
Budget (for option 6)

Depending on what graph you request, the program will prompt you to load the appropriate files.

11.1 Graph Income Accounts to Total Income

The COLOR ACCOUNTANT will produce a graph of the relationship of Income Accounts to Total Income to show you quickly what portion of your income comes from each account. To produce the graph successfully, however, you need an up-to-date Income Statement and the Chart of Accounts file. To display this graph, follow these steps:

1. Run the COLOR GRAPH program (see section 1.3 for instructions).

2. Select option (1) GRAPH INCOME ACCOUNTS TO TOTAL INCOME by pressing 1. The following prompt will appear:

   ENTER THE MONTH AND YEAR (MMYY)
   OF THE INCOMEXP FILE TO LOAD

   *If you have already graphed the EXPENSE ACCOUNTS TO TOTAL EXPENSES, the set of prompts discussed in section 11.2 will appear.

3. Type the month and year of the Income Statement you want to graph. For example, for the February 1983 Income Statement, type 0283.

4. Insert the disk on which you store your Income Statement in the storage device, then press any key. After the file has been loaded, the following prompt will appear:

   WANT TO LOAD ANOTHER INCOMEXP FILE (Y/N)?

5. Press Y, for yes, if you want to graph an additional Net Worth Statement, then answer the prompts as you did before. When you have loaded the statement you want to graph, press N for no.

6. Insert the disk on which you store your Chart of Accounts in the storage device and press any key. The graph will then appear on the screen.

7. When the screen is full, press N to display the next page of the graph or M to return to the program menu. After you display the entire graph, you can press F to display the first page again, or press E and the COLOR GRAPH menu will appear.

11.2 Graph Expense Accounts to Total Expenses

The COLOR GRAPH program produces a bar graph depicting the relationship of each Expense Account to Total Expenses to date as a percentage. To produce this graph successfully, however, you need an up-to-date Income Statement and your Chart of Accounts file. To produce this graph, follow these steps:

1. Run the COLOR GRAPH program (see section 1.3 for instructions).

2. Select option (2) GRAPH EXPENSE ACCOUNTS TO TOTAL EXPENSES from the COLOR GRAPH menu by pressing 2.

   The following prompt will appear:*

   WANT TO LOAD ANOTHER INCOMEXP FILE (Y/N)?

3. If you want to graph an Income Statement different from the one you already loaded, press Y.

   If you want to graph the same Income period, press N.

   * These prompts appear if you have already graphed the EXPENSE A/C'S TO TOTAL EXPENSE. Otherwise, the prompts discussed in section 11.1 appear.

4. The graph will appear on the screen. When the screen fills, press N to display the next section of the graph or press E to return to the program menu. After you display the entire graph, you can press F to display the first page again, or press E and the COLOR GRAPH menu will appear.

11.3 Graph Asset Accounts to Total Assets

Another bar graph the COLOR GRAPH program produces shows the relationship of each asset account to your total assets as a percentage. To produce this graph successfully, you need an up-to-date Net Worth Statement and your Chart of Accounts file. To display this graph, follow these steps:

1. Run the COLOR GRAPH program (see section 1.3 for instructions).

2. Select option (3) GRAPH ASSET ACCOUNTS TO TOTAL ASSETS from the COLOR GRAPH menu by pressing 3. The following prompt will appear:

   ENTER THE MONTH AND YEAR (MMYY)
   OF THE NETWORTH FILE TO LOAD

   *If you have already graphed the LIABILITY A/C'S TO TOTAL LIABILITIES, the set of prompts discussed in section 11.4 will appear.

3. Type the month and year of the Net Worth Statement you want to graph. For example, for the February 1983 Net Worth Statement, type 0283.

4. Insert the disk or cassette on which you store your Net Worth Statement in the storage device, then press any key. After the computer has loaded the file, the following prompt will appear:

   WANT TO LOAD ANOTHER NETWORTH FILE (Y/N)?

5. Press Y, for yes, if you want to graph another file. After you have loaded the file you want to graph, press N.

6. Insert the disk or cassette on which you store your Chart of Accounts in the storage device and press any key. The graph will then appear on the screen.

7. When the screen is full, press N display the next page of the graph or press E to return to the program menu. After you display the entire graph, you can press F to display the first page again, or press E and the COLOR GRAPH menu will appear.

11.4 Graph Liability Accounts to Total Liabilities

The COLOR GRAPH program shows the relationship between each liability account and your total liabilities as a percentage with this option. To produce this graph, you will need an up-to-date Net Worth Statement and your Chart of Accounts file. To display this graph, follow these steps:

1. Run the COLOR GRAPH program (see section 1.3 for instructions).

2. Select option (4) GRAPH LIABILITY ACCOUNTS TO TOTAL LIABILITIES from the COLOR GRAPH menu by pressing 4. The following prompt will appear:

   WANT TO LOAD ANOTHER NETWORTH FILE (Y/N)?

3. If you want to graph a Net Worth Statement different from the one you already loaded, press Y.

   If you want to graph the same period, press N.

   * These prompts appear if you have already graphed the ASSET A/C'S TO TOTAL ASSETS. Otherwise, the prompts discussed in section 11.3 appear.

4. The graph will appear on the screen. When the screen fills, press N to display the next section of the graph or press E to return to the program menu. After you display the entire graph, you can press F to display the first section again, or press E and the COLOR GRAPH menu will appear.

11.5 Graph Check Summary Accounts to Total for Month

The COLOR GRAPH program produces a graph that shows the relationship of each account to your total checking for the month or over time. You will need your latest Check Summary and Chart of Accounts files to produce this graph. To display the graph, follow these steps:

1. Run the COLOR GRAPH program (see section 1.3 for instructions).

2. Select option (5) GRAPH CHECK SUMMARY ACCOUNTS TO TOTAL FOR MONTH from the COLOR GRAPH menu by pressing 5. The following prompt will appear:

```
select one of the following
 1 Replace existing file
 2 Append to existing file
```

3. If you press 1, you will replace the Check file that is now in the computer's memory with a new file.

   If you press 2, the file you are about to load will be added to the file that is already in memory so that you can graph more than one month's records at the same time. After you type your selection, the following prompt will appear:

```
ENTER MONTH/YEAR (MMYY)
OF THE CHECKBOOK FILE TO LOAD
```

   *If you have already graphed the BUDGETED AMOUNTS TO ACTUAL, the set of prompts discussed in section 11.6 will appear.

4. Type the month and year of the Checkbook you want to graph. For example, for the February 1983 Checkbook, type 0283. The following prompt will appear:

```
ENTER A/C# OF CHECK/CARD A/C
```

5. Refer to your Chart of Accounts or Checkbook records for the correct account number, then type the number. If you type a single-digit number, you must press RETURN to advance the cursor.

6. Insert the disk or cassette on which you store your Checkbook file in the storage device, then press any key.

7. Insert the disk on which you store your Chart of Accounts in the storage device and press any key. The graph will then appear on the screen.

8. When the screen is full, press N to display the next page of the graph or press E to return to the program menu. After you display the entire graph, you can press F to display the first page again, or press E and the COLOR GRAPH menu will appear.

11.6 Graph Budgeted Items to Actual Amounts Spent

Using this option, you can produce a graph that shows the relationship of actual spending to the amount you budgeted for each account. You will need your latest Checkbook file and your Chart of Accounts. To display this graph, follow these steps:

1. Run the COLOR GRAPH program (see section 1.3 for instructions).

2. Select option (6) GRAPH BUDGETED ITEMS TO ACTUAL AMOUNTS SPENT from the COLOR GRAPH menu by pressing 6. The following prompt will appear:

   WANT TO LOAD ANOTHER CHECKBOOK FILE (Y/N)?

3. If you want to graph a Checkbook that is different from the one you already loaded, press Y, and the prompts discussed in section 11.5 will appear.

   If you want to graph the same period, press N.

   * These prompts appear if you have already graphed the CHECKBOOK ACCOUNTS TO TOTAL FOR MONTH. Otherwise, the prompts discussed in section 11.5 appear.

4. The graph will appear on the screen. When the screen fills, press N to display the next section of the graph or press E to return to the program menu. After you display the entire graph, you can press F and display the first page of the graph again, or press E, and the COLOR GRAPH menu will appear.

11.7 End Color Graph Session

When you have seen all the graphs you want to see, you have two choices:

1. End your COLOR ACCOUNTANT session, or;

2. Continue processing with another program.

In either case, follow these steps:

1. Insert the COLOR ACCOUNTANT program disk in the storage device.

2. Select option (7) END THIS JOB from the COLOR GRAPH menu by pressing 7.

3. Select another program or remove the program disk from the storage device and turn off the computer.

BILLS FOR 1/1984

JANUARY 1984

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BILLS FROM DAY 1 TO 31

DUE DATE	ACCOUNT NUMBER	AMOUNT	NAME OF BILL
01	30	500.00	MORTG.
01	72	45.00	CAR. INS
01	32	100.00	LOAN-A
01	33	75.00	LOAN-B
01	79	25.00	UNITED W
01	31	200.00	MAZDA L.
10	67	50.00	INSUR.
10	75	150.00	COUNT.CL
10	84	1000.00	DENTIST
10	75	150.00	RAC.CLUB
15	64	150.00	PHONE
15	63	75.00	POWER
20	87	45.00	TRAF.TIC
31	74	95.00	LOADED!
		2660.00	

CALENDAR BILL FILE

A/C NUMBER	NAME OF BILL	AMOUNT	DUE DATE
30	MORTG.	500.00	99/1
64	PHONE	150.00	1/15
67	INSUR.	50.00	99/10
72	CAR. INS	45.00	99/1
32	LOAN-A	100.00	1/1
33	LOAN-B	75.00	99/1
63	POWER	75.00	1/15
75	COUNT.CL	150.00	99/10
84	DENTIST	1000.00	1/10
87	TRAF.TIC	45.00	1/20
74	LOADED!	95.00	1/31
75	RAC.CLUB	150.00	99/10
79	UNITED W	25.00	1/1
21	AMER.EXP	1500.00	2/15
22	VISA M/C	500.00	2/10
34	WACHOVIA	115.00	3/1
31	MAZDA L.	200.00	99/1
12	C.P.A.	82.95	1/31
69	VACATION	2000.00	4/1

APPOINTMENTS FOR 1/1984

JANUARY 1984

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APPOINTMENTS FROM DAY 1 TO 31

DATE	APPOINTMENT
02	BOARD MEETING FUTUREHOUSE
02	WACHOVIA - CORP. HDQTRS.
03	DENTIST - 4:30
05	GOVERNOR'S RECEPTION
06	PHYSICAL - DR. BRITT 9 AM
06	CAR. ACADEMIC PRESS 11 AM
06	DELTA FL 637 4:30 DENVER
07	ASPEN W/ GETT. & GEORGE H
10	UNITED FL 443 TO LA 9 AM
10	SOFTSEL 2:00 PM
12	MICRO D 10:00 AM
12	S.W. DIST. 3:30
13	S. PACIFIC VIDEO 10:00 AM
13	UCLA HOOPS VS USC 7:30 PM
16	SKU 11:00 AM
19	SOFTWARELAND 10:00 AM
20	DELTA FL 334 ATL 9 AM
20	GEORGE BENSON W/ WAYNE

APPOINTMENTS FROM DAY 1 TO 31

DATE	APPOINTMENT
22	DELTA FL 223 10 AM RDU
23	SALES MEETING 9 AM STAFF
24	C.H.AT. USER'S GR. 7 PM
25	CH. OF COMM. 7 PM
26	SCOUT TROOP MEETING 8 PM
27	SPORTS CLUB @ NOON
28	ZEN SEMINAR @ DUKE 9 AM
30	EST. FL 1001 NY 7:30 AM
30	S.W. CITY 11 AM
31	COMPTR. 10 AM
31	DELTA FL 779 BOSTON 3 PM
31	CELTICS VS SIXERS 7:30 PM

CALENDAR APPOINTMENTS FILE

ITEM NUMBER	DESCRIPTION OF APPOINTMENT	APPOINTMENT DATE
1	N.Y.EVE PARTY - FLASH'S	12/31
2	BOARD MEETING FUTUREHOUSE	1/2
3	WACHOVIA - CORP. HDQTRS.	1/2
4	DENTIST - 4:30	1/3
5	GOVERNOR'S RECEPTION	1/5
6	PHYSICAL - DR. BRITT 9 AM	1/6
7	CAR. ACADEMIC PRESS 11 AM	1/6
8	DELTA FL 637 4:30 DENVER	1/6
9	ASPEN W/ GETT. & GEORGE H	1/7
10	UNITED FL 443 TO LA 9 AM	1/10
11	SOFTSEL 2:00 PM	1/10
12	MICRO D 10:00 AM	1/12
13	S.W. DIST. 3:30	1/12
14	S. PACIFIC VIDEO 10:00 AM	1/13
15	UCLA HOOPS VS USC 7:30 PM	1/13
16	SKU 11:00 AM	1/16
17	SOFTWARELAND 10:00 AM	1/19
18	DELTA FL 334 ATL 9 AM	1/20
19	GEORGE BENSON W/ WAYNE	1/20
20	DELTA FL 223 10 AM RDU	1/22
21	SALES MEETING 9 AM STAFF	1/23
22	C.H.AT. USER'S GR. 7 PM	1/24
23	CH. OF COMM. 7 PM	99/25
24	SCOUT TROOP MEETING 8 PM	99/26
25	SPORTS CLUB @ NOON	99/27

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APPENDIX

COLOR ACCOUNTANT FILES

When you create files with the COLOR ACCOUNTANT, the system automatically takes the information you enter (usually dates, or account numbers), and assigns a name to your files. These files are your permanent accounting records. A description of the file naming for each file follows.

CHECK FILE - This file is your checkbook. You will create one CHECK FILE for each month of the year for each of your checking accounts. The COLOR ACCOUNTANT names your CHECK FILES CKBK(YY)MM).A/C#, where YY is the year, MM is the month, and A/C# is your Chart of Accounts account number.

CHECK SUMMARY - Also called CHECK SUM, this file is a summary of your checkbook. You will save one CHECK SUM file for each month or statement period of the year for each of your checking accounts. The program names CHECK SUM files CKSM (YY)(MM).(A/C#), where YY is the year, MM is the month, and A/C# is the account number you assigned your checking account in the Chart of Accounts.

NET WORTH - You will save one Net Worth Statement file for each month of the year or whenever you want. The program names each NET WORTH file NETW(MM)(YY) where MM is the month and YY is the year. This file contains information on your total assets and liabilities.

INCOME/EXPENSE - You can have one Income/Expense Statement file for each month of the year. The date you assign your Income Expense Statement when you save it is used to name the file as follows: INEX(MM)(YY), where MM is the month and YY is the year. This file contains information on your total income and expenses for the year.

CHART OF ACCOUNTS - One Chart of Accounts file is all you need to use any COLOR ACCOUNTANT program. When you create your Chart of Accounts, the system assigns it the name ACCOUNTS. This file contains all of the names and numbers of your asset, liability, equity, income, and expense accounts. All financial programs in the system depend on this file.

BILL FILE - This file contains all of your bills, due dates, and amounts due for each month. It is named CALBILLS by the system.

APPOINTMENTS FILE - This file contains all the appointments you enter through the Appointments Calendar program. It is named CALAPPTS.

BUDGET FILE - This file contains your monthly budget. the Detail Budget Analysis and Summary Budget Analysis programs use information from this file for their reports. You create this file through the Detail Budget Analysis program. It is named BUDGETFL.(MM), where MM is the month, so you can have one Budget file for each month of the year.

MAILING LIST - This file contains names and addresses. You can have as many Mailing List files as you have disk or cassette space to store them. The Mailing List files are named with any combination of letters and numbers up to eight characters long.

APPENDIX

ACCOUNTING TIPS

A. Whenever you write a check, you will do one of three things:

1. Debiting (decreasing a liability), such as when you make a payment on a loan. When you debit a loan, you also credit an asset account (decrease cash). Here is a sample entry using a car loan as an example:

		DEBIT	CREDIT
Debit (Subtract from amount owed)	Car loan	$200	
Credit (Subtract from asset)	Cash		$200

2. Debit (increase) an expense, such as when you buy food. When you debit an expense, you must also credit (subtract from) an asset, because you depleted the asset to increase the expense. Using food as an example, here is a sample entry:

		DEBIT	CREDIT
Debit (add to)	Food	$50	
Credit (subtract from)	Cash		$50

3. Debit (increase) an asset, such as when you purchase stocks, bonds, or other investments. Whenever you debit one asset, you must credit another asset (subtract from it). Using the purchase of an investment as an example, here is a sample entry which assumes that you purchase the investment with cash:

		DEBIT	CREDIT
Debit (add to)	Investment	$1000	
Credit (subtract from)	Cash		$1000

B. When you make a deposit, you are increasing assets and you will do one of four things:

1. Credit (increase) income, such as when you get your paycheck. When you credit income, you also debit (add to) an asset. Using your paycheck as an example, here is a sample entry:

		DEBIT	CREDIT
Credit (add to)	Salary		$500
Debit (add to)	Cash	$500	

2. Credit (add to) a liability, such as when you get a cash loan. When you increase a liability with a loan, you also increase an asset (debit an asset account). Using a cash loan as an example, here is a sample entry:

		DEBIT	CREDIT
Credit (add to)	Cash loan	$600	
Debit (add to)	Cash		$600

3. Credit (decrease) an expense, such as when you are reimbursed for a purchase. When you decrease (or credit) an expense, you also debit (increase) cash. Using a reimbursement for travel as an example, here is a sample entry:

		DEBIT	CREDIT
Debit (add to)	Cash	$50	
Credit (subtract from)	Travel		$50

4. Credit (subtract from) an asset account, such as when you sell a car. When you credit one asset account, you will debit (add to) another. Using the sale of a car as an example, here is a sample entry:

		DEBIT	CREDIT
Debit (add to)	Cash	$2500	
Credit (subtract from)	Car		$2500

The COLOR ACCOUNTANT automatically posts debits and credits your cash account when you make your checkbook entries through the CHECKBOOK MAINTENANCE program.

C. DEBITS AND CREDITS

Debits

When you debit an asset, you add to it.

When you debit an expense, you add to it.

When you debit a liability, you subtract from it.

When you debit income, you subtract from it.

Credits

When you credit an asset, you subtract from it.

When you credit an expense, you subtract from it.

When you credit a liability, you add to it.

When you credit income, you add to it.

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TAX PROGRAMS

On Disk # 3

On Cassette # 5

SCHEDULE A

SCHEDULE G

LOADING INSTRUCTIONS

A. Disk Users

To load in these programs separately do the following for the 2 programs, respectively:

(1) RUN"D:**SCHEDULG**

(2) RUN"D:**SCHEDULA**

B. Cassette Users

- **SCHEDULE G** advance line counter to 10, type in CLOAD, then RETURN.
- **SCHEDULE A** advance line counter to 102, type in CLOAD, then RETURN.

SCHEDULE G - INCOME AVERAGING

Here's a program that everyone should have in their software library. Schedule G can be used in conjunction with our other tax schedules, or used by itself to help you save taxes. The program is divided into sections in the same manner as the actual SCHEDULE G form. The main menu looks as follows:

SCHEDULE G MENU

(1) Review Base Period
Income And Adjustments

(2) Review Computation of Averageable Income

(3) Review and Calculate Computation of Tax

(4) File Maintenance Menu

(5) Return to Main Program

What is your choice?

As you can see, there are 5 options available. Option 1 allows you to review income from 1978 to 1981. If you select Option 1, the following will appear:

BASE PERIOD INCOME AND ADJUSTMENTS

1978

(1) Enter amount from:
Form 1040-line 34
Form 1040A (1978)-line 10
Form 1040A (1979-81)-line 11

(2a) Multiply $750 by # exemptions in 1978

(2b) Multiply $1000 by # exemptions in 1979-81

(3) Taxable income
(1-2a) or (1-2b)

(4) Income earned outside USA

(5) Base period income (3+4)

Enter 781-814 or [NEXT] or [RETURN]

There are four screens on this page, one for each year of income data from 1978-1981. To enter data, key [RETURN] until you hear the buzzer. Then input the last 2 digits of the year you want to enter data followed by the item in which you want to input amounts. In this screen, you can only input amounts to items 1, 2, and 4. The rest are calculated by the program. For example, to enter 1978 AGI (item 1), you would key in 781.

When entering amounts, you can use the [Back S] key and [RETURN] when you are finished entering the amount. After entering the necessary amounts, key in [RETURN] to return to the main menu, or 'N' to go on to the next page.

If you go to the next page, this screen will appear.

COMPUTATION OF AN AVERAGEABLE INCOME

(6) Tax. Inc. 1981 F1Ø4Ø line 34

(7) Amts. Rec'd by owner-employer

(8) Line 6 minus Line 7

(9) Excess community income

(10) Adj. Tax. Inc. line 8-9

(11) 1978-1981 total line 5

(12) 30% of line 11

(13) Averageable income (10-12)

Enter 6, 7, or 9 or [Next] or [RETURN]

On this screen, you need enter only three amounts. The same rules apply for entering data as in the first screen. If you press 'N', the following screen will appear:

COMPUTATION OF TAX

(14) Amount from line 12

(15) 20% of line 13

(16) Total (14+15)

(17) Excess comm. in. (line 9)

(18) Total (16+17)

(19) Tax on line 18

(20) Tax on line 16

(21) Tax on line 14

(22) Line 20 minus Line 21

(23) Amt. on line 22 x 4

(24) Tax on line 6

(25) Tax on line 8

(26) Line 24 minus Line 25

(27) Line 19+23+26

(28) Line 27 x .0125

(29) TAX (27-28) of F1040 line 35

Press any key to continue

If your averageable income is less than or equal to $3000, you do not qualify for Income Averaging. If this is the case, you will be informed by a message on the screen, and will be returned to the main menu. If you do qualify, you will be asked if your filing status is single, joint, unmarried head of household, etc. After the final tax appears on your TV, press any key to return to the main menu.

To save the data you entered, and the results calculated by the program, pick Option 4 form the main menu. This menu will appear on the screen:

1Ø4Ø FILE LOAD

(1) CASSETTE LOAD

(2) DISKETTE LOAD

(3) CASSETTE SAVE

(4) DISKETTE SAVE

(5) RETURN TO MAIN MENU

What is your choice?

The menu is self-explanatory . . . the whole program requires less than 20 entries to calculate your tax through Income Averaging, and will be accurate within 10$ either way. We hope it saves you some money!

SCHEDULE A - ITEMIZED DEDUCTIONS

SCHEDULE A can be used in conjunction with our other tax schedules to both ease your tax preparation and save you taxes.

The program is divided into sections in the same manner as the actual SCHEDULE A form. To determine what you can and cannot deduct, it is suggested that you refer to the instructions that you receive ftom the IRS.

I. The first screen in the program is the main menu. You can review medical and dental expenses, review taxes and interest expense, review contributions and casualty/theft losses, review miscellaneous deductions and summary, or save and/or load tax data.

The main menu appears as follows:

SCHEDULE A MENU

(1) Review Medical and Dental Expenses

(2) Review taxes and Interest Expense

(3) Review Contributions and Casualty/Theft Losses

(4) Review Miscellaneous Deductions and Summary

(5) File Maintenance

(6) Return to Main Program

What is your choice?

II. After selecting Option 1, the following screen will appear.

MEDICAL AND DENTAL EXPENSES

010 ½ of Medical Ins. Prem. . . . . _____

020 Medicine and Drugs. . . . . _____

030 1% F1Ø4Ø line 31. . . . . _____

040 line 2 - line 3 (M/B = 0) . . . . . _____

050 Other ½ ins. prem . . . . . _____

060 a Doctor, Dentist, etc. . . . . _____

061 b Hospitals . . . . . _____

062 c Transportation. . . . . _____

063 d Other (itemize) . . . . . _____

064 . . . . . _____

065 . . . . . _____

066 . . . . . _____

067 . . . . . _____

068 . . . . . _____

069 . . . . . _____

070 Total (4 thru 6d) . . . . . _____

080 Enter 3% F1Ø4Ø, line 31 . . . . . _____

090 line 7 - line 8 (M/B = 0) . . . . . _____

100 TOTAL MEDICAL EXPENSES. . . . . _____

Key [010-100] or [N]ext or [RETURN]

The computer is expecting 3 keys. For example, to input medicine and drug expenses, key in 020. A blinking cursor will appear at line 020 prompting you to enter the appropriate amount. After entering the amount, hit Return.

Follow the same procedure when entering all data. Keep in mind that lines 040, 070, 090, 100 are calculated by the program, so you are unable to open these lines.

After inputting all necessary data press [RETURN] to return to the main menu, or [N] to go on to the next section - TAXES AND INTEREST EXPENSES.

III. After selecting Option 2, the following screen will appear

TAXES

110 State and Local Income. . . . . _____

120 Real Estate . . . . . _____

130 a General Sales . . . . . _____

131 b General Sales on MV . . . . . _____

150 Other . . . . . _____

151 . . . . . _____

152 . . . . . _____

TOTAL TAXES [11 thru 15] . . . . . _____

INTEREST EXPENSES

170 Home Mortgage . . . . . _____

180 Credit and Charge Cards . . . . . _____

190 Other . . . . . _____

191 . . . . . _____

192 . . . . . _____

193 . . . . . _____

194 . . . . . _____

195 . . . . . _____

TOTAL INTEREST EXPENSE . . . . . _____

Key [110-190] or [N]ext or [RETURN]

As before, the same rules for entering dates hold. Remember, the computer is expecting 3 digits.

IV. After selecting Option 3, the following screen will appear:

CONTRIBUTIONS

210 a Cash Contributions . . . . . _____

211 b Cash cont. = 3000. . . . . _____

212 . . . . . _____

213 . . . . . _____

220 Other than Cash. . . . . _____

230 Carryover from prior yr. . . . . _____

240 TOTAL CONTRIBUTIONS. . . . . _____

CASUALTY OR THEFT LOSS(ES)

250 Loss Before Reimburse. . . . . _____

260 Insurance Received . . . . . _____

270 Line 25-26 M/B = 0 . . . . . _____

280 $100 or amt. from line 27. . . . . _____

290 TOTAL LOSS 27-28 . . . . . _____

Key [210-260] or [N]ext or [RETURN]

Once again, the same rules for entering data apply. After selecting [N] for next page, the following screen will appear.

Select 1 of the following situations

(1) Single Taxpayer or Unmarried Heads of Household

(2) Married Filing Jointly or Qualifying Widows and Widowers

(3) Married Filing Separately

What is your choice?

V. Select the category that applies. The final screen will automatically appear with the previously inputted data automatically adjusted in the summary of itemized deductions. This screen appears as follows:

MISCELLANEOUS DEDUCTIONS

300 a Union Dues. . . . . _____

301 b Tax return prep. fee. . . . . _____

310 Other . . . . . _____

311 . . . . . _____

312 . . . . . _____

313 . . . . . _____

314 . . . . . _____

320 TOTAL MISC. DEDUCTIONS. . . . . _____

SUMMARY OF ITEMIZED DUCTIONS

330 Total Medical line 10 . . . . . _____

340 Total Taxes line 16 . . . . . _____

350 Total Interest line 20. . . . . _____

360 Total Contrib. line 24. . . . . _____

370 Total Losses line 29. . . . . _____

380 Total Miscel. line 32 . . . . . _____

390 Add lines 33 thru 38. . . . . _____

400 From filing status. . . . . _____

410 ITEMIZED AMT [39-40] M/B = 0. . . . . _____

[RETURN]

manner as before

, select Option 7 or [illegible]
box information.

appear:

[illegible]

[illegible]

[illegible]

[illegible]

[illegible] MENU

[illegible] Options and [illegible]
[illegible]

Key [300-314] or [RETURN]

Enter data in the same manner as before

IV. When done entering data, select Option 5 on the SCHEDULE A main menu. (File Maintenance) to save the tax information.

The following screen will appear:

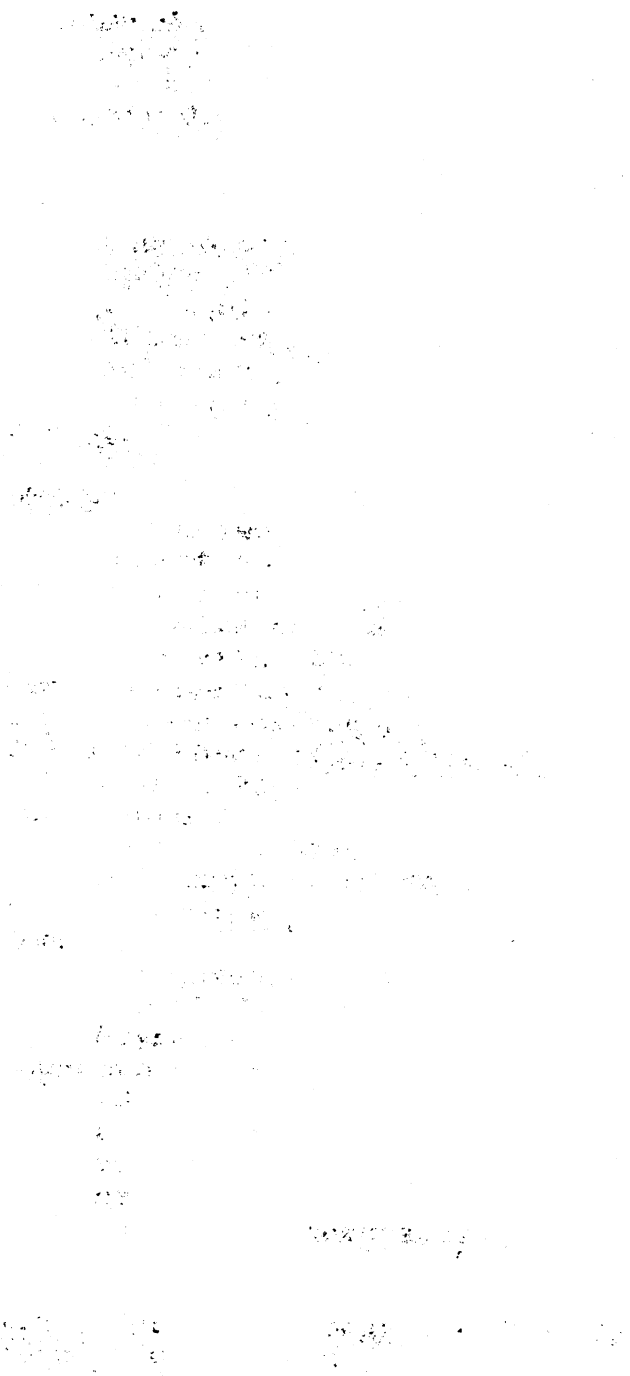
1Ø4Ø FILE LOAD

(1) CASSETTE LOAD

(2) DISKETTE LOAD

(3) CASSETTE SAVE

(4) DISKETTE SAVE

(5) RETURN TO MAIN MENU

Select the appropriate option and follow the prompts to successfully load/save file data.